



# Candidate Identification Procedure 2023-24

Unity Academy Blackpool

Centre Name	Unity Academy Blackpool
Centre Number	46427
Date policy first created	Autumn 2022
Current policy approved by	Stephen Cooke
Current policy reviewed by	Ellie Baron
Date of next review	Autumn 2024

Key Staff involved in the policy

Role	Name
Head of Centre	Stephen Cooke
Senior Leader	Rebecca Lemar
Exams Officer	Ellie Baron

This procedure is reviewed and updated annually to ensure that procedures to verify the identity of all candidates that are entered for examinations or assessments at Unity Academy Blackpool are managed in accordance with current requirements and regulations.

References in this procedure to GR and ICE refer to the JCQ publications **General Regulations for Approved Centres** and **Instructions for conducting examinations**.

## **Purpose of the procedure**

The purpose of this procedure is to confirm that Unity Academy Blackpool:

- verifies the identity of all students that it enters for examinations or assessments (GR 5.6)
- has processes in place to be satisfied that all candidate identities have been checked (GR 5.6)
- has written procedures in place to verify the identity of all candidates at the time of the examination or assessment (GR 5.9)

## **1. Process to check candidate identity**

### **Internal candidates**

The identity of students on roll at Unity Academy Blackpool is checked as part of the initial registration process. (GR 5.6)

The process is:

- Passport and/or birth certificate is requested upon admission to confirm identity.

### **Private candidates**

The identity of students (private candidates), not on roll at a centre but who may be accepted to take examinations, must be checked by a verification process which involves photo-ID. (GR 5.6)

At Unity Academy Blackpool:

- Our policy is not to accept private candidates.

## **2. Procedures to verify candidate identity at the time of the examination/assessment**

Invigilators are able to establish the identity of all candidates sitting examinations by following the arrangements in place to carry out adequate checks. (ICE 16.1)

The arrangements at Unity Academy Blackpool are:

- A senior member of centre staff is present at the start of the examination to assist with the identification and registration of candidates.

The following measures are also in place:

- A transferred candidate who is not known to the centre will be asked to show photographic documentary evidence to prove that they are the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence (ICE 16.2)
- Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes (ICE 16.3)

- Invigilators will be informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded (ICE 16.4)

### **3. Roles and Responsibilities**

#### **The role of the exams office/officer**

- Through training, ensure invigilators are aware of the procedures for verifying the identity of all candidates at the time of the examination or assessment (ICE 16.1)
- Prior to the examination, inform a private/external candidate or a transferred candidate who is not known to the centre that they must show photographic documentary evidence to prove that they are the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence. (ICE 16.2)
- Inform candidates prior to their first examination that where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes and that once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination (ICE 16.3)
- Prior to the beginning of the examination, brief invigilators on those candidates with access arrangements and make them aware of the access arrangement(s) awarded (ICE 16.4)

#### **Changes 2023/2024**

No changes applicable

#### **Centre-specific changes**

Upon review in Autumn 2023, no centre-specific updates or changes were applicable to this document