

Candidate Identification Procedure

Policy/Procedure creator: Lynne Freeland

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Centre Name	Weston Favell Academy
Centre Number	27248
Date procedure first created	17/11/2022
Current procedure reviewed by	Lynne Freeland
Current procedure approved by	Todd Johnson
Date of next review	01/11/2024

Key staff involved in the procedure

Role	Name
Exams officer	Lynne Freeland
Senior leader(s)	Ian Craig
Head of centre	Todd Johnson
Other staff (if applicable)	Stuart Last - Senior Assistant Principal

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 Weston Favell Academy 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 Weston Favell Academy:

- 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 Weston Favell Academy is checked as part of the initial registration process. (GR 5.6)

The process is:

In line with Government guidelines, students files are imported from previous schools. New to country students and parents to complete a comprehensive written process providing all key information which is then entered on the schools MIS including passport/ID checks and student photographs.

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 Weston Favell Academy:

WFA does not take private candidates, only staff or former students whose details are already held. Photographic ID is requested on the exam day and checked against the photograph held in our school MIS.

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 Weston Favell Academy are:

Photographic exam desk cards are produced and placed on students desks before exams start for Invigilator checks during exams/assessments.

The following measures are also in place:

- A private/external candidate or 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)

Additional responsibilities:

A sheet detailing exam access arrangements is contained in each exam pack issued to the Invigilators for each exam. Additionally a personalised, colour-coded seating plan indicates what exam access arrangements apply in which rooms.

CHANGES 2023/2024

No changes applicable

CENTRE-SPECIFIC CHANGES

Autumn 2023 review - no major changes