



Candidate Identification Procedure

Clyst Vale Community School

Candidate Identification Procedure

Centre name	Clyst Vale Communtiy School
Centre number	54203
Date procedure first created	14/12/2023
Current procedure approved by	Sara Jacobs
Current procedure reviewed by	Sara Jacobs
Date of review	30/09/2024
Date of next review	30/09/2025

Key staff involved in the procedure

Role	Name
Head of centre	Sara Jacobs
Senior leader(s)	Paul Sutton - Deputy Principal (Pastoral) Lisa Martin - Deputy Principal (Curriculum) Allen Bailey - Assistant Principal (Data) Louise Telford - Assistant Principal, SENDCo
Exams officer	Amanda Kilby
Other staff (if applicable)	

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 Clyst Vale Communtiy School are managed in accordance with current requirements and regulations.

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

Purpose of the procedure

The purpose of this procedure is to confirm that Clyst Vale Community School:

- 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 Clyst Vale Community School is checked as part of the initial registration process. (GR 5.6)

The process is:

- our centre's admissions/enrolment process is managed by Devon County Council.

Private candidates

The identity of any student who has not received any tuition at Clyst Vale Community School but who may be accepted to enter examinations as a private candidate will be checked by a verification process which involves photo-ID. (GR 5.6)

At Clyst Vale Community School:

- Clyst Vale accepts entries from former candidates only.

The centre does not act as an exam centre for other organisations.

2. Procedure detailing how the identity of all candidates sitting examinations is confirmed

Invigilators are able to establish the identity of all candidates sitting examinations in accordance with this procedure and by following the arrangements in place for them to carry out adequate checks. (ICE 16)

The process at Clyst Vale Community School is:

- A seating plan will be created for each exam and room. Students must sit in the seat allocated to them for that exam. Their exam ID card will be placed on the desk in front of them. Invigilators must verify the identity of each candidate.

In cases 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. Candidates are informed in advance of this procedure and well before their first examination.

Once identification has been established, the candidate will replace, for example, their veil and proceed as normal to sit the examination.

The following arrangements 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. a passport or photographic driving licence (ICE 16.5)

- 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 16.6)
- Invigilators will be informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded (ICE 16.8)

3. Roles and responsibilities

The role of the exams office/officer

- Through training, ensure invigilators are aware of the procedure for confirming the identity of all candidates sitting examinations (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 16.5)
- 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 16.6)
- 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 16.8)

Additional responsibilities:

The Exam Officer provides seating plans for each exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded).

Changes 2024/2025

(Updated) References to sections of ICE 16 where these have been changed in ICE 2024-2025.

(Changed) Heading **Procedures to verify candidate identity at the time of the examination/assessment** to **Procedure detailing how the identity of all candidates sitting examinations is confirmed** to reflect the re-wording in ICE 16.1.

(Updated) Various bullet points to reflect slight wording changes in various sections of ICE 16.

Centre-specific changes

Upon review in September 2024, no centre-specific updates or changes were applicable to this document.