Candidate Identification

St Ivo Academy

Candidate Identification

Centre name	St Ivo Academy
Centre number	22223
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Key staff involved in the procedure

Role	Name
Head of centre	Tony Meneaugh
Senior leader(s)	Laura Brasher Ben Daly Alex Izycky Jo Robertson Clare Sherwood Dave Varey Anthony Ward Elaine Warriner Daniel Wilson Emma Dones
Exams officer	Georgia Southwell
Other staff (if applicable)	Anna Cantrell

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 St Ivo Academy 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 St Ivo 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 St Ivo Academy is checked as part of the initial registration process. (GR 5.6)

The process is:

- • Photo is taken and uploaded against their student profile on Bromcom

Private candidates

The identity of any student who has not received any tuition at St Ivo Academy 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 St Ivo Academy:

- • Candidate brings two forms of ID e.g. passport or birth certificate

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 St Ivo Academy is:

- • Before an exam SLT take a register on the day while students line up

- • Photos are printed on candidate cards to identify the student, this is placed on their desk

- • Exams Officer and Exams Administrator will take attendance registers

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:

N/A

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

N/A