



# **Candidate Identification Procedure Policy 2025-26**

Whickham School

## Candidate Identification Procedure Policy 2025-26

Centre name	Whickham School
Centre number	39145
Date procedure first created	15/12/2025
Current procedure approved by	P Wheatley
Current procedure reviewed by	C Crabtree
Date of review	15/12/2025
Date of next review	30/09/2026

### Key staff involved in the procedure

Role	Name
Head of centre	F Turnbull
Senior leader(s)	P Wheatley S Maher L Wood D Crosland M Phillipson L Gainford
Exams officer	C Crabtree
Other staff (if applicable)	H Lawrence

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 Whickham 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 Whickham 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 Whickham School is checked as part of the initial registration process. (GR 5.6)

The process is:

- The head of year or achievement coordinator check that each candidate is in their allocated seat before or shortly after the start of the examination. Invigilators are also supplied with photographs of all the candidates to help with identification during the examination

### **Private candidates**

The identity of any student who has not received any tuition at Whickham 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 Whickham School:

- this process is not applicable as it is centre policy that private candidates are not accepted

## **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 Whickham School is:

- the use of desk cards and a senior member of centre staff (approved by the head of centre, who has not taught the subject being examined) will be present at the start of the examination to assist with the identification of candidates.
- a year group list of names with their photograph is also available in the main venue to help the invigilators

The following arrangements are also in place:

- A private or 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 or registered for the examination or 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 or 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 or registered for the examination or 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 16.6-7)
- 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:

Not applicable

## **Changes 2025/2026**

(Updated) Bullet points to reflect slight wording changes in ICE 16.5

## **Centre-specific changes**

Upon review in December 2025, no centre-specific updates or changes were applicable to this document