



Candidate Identification Policy (Exams)

Calthorpe Park School

May 2025
Fully revised version

Candidate Identification Policy (Exams)

Centre name	Calthorpe Park School
Centre number	58333
Date policy first created	May 2025
Current policy approved by	Emma Jones
Current policy reviewed by	Emma Jones
Date of next review	May 2026

This procedure is reviewed and updated annually to ensure that the complaints at Calthorpe Park School are managed in accordance with current requirements and regulations.

Reference in this procedure to GR refers to the JCQ publication **General Regulations for Approved Centres**.

Purpose of the policy

The purpose of this procedure is to confirm that Calthorpe Park 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 Calthorpe Park School is checked as part of the initial registration process. (GR 5.6)

The process is:

- Utilising school transfer records cross-referenced with parental and student identification/proof of residency documentation in accordance with Hampshire County Council's admissions processes.

Private candidates

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

- Our policy is not to accept private candidates unless they have a previous connection with Calthorpe Park School and there are exceptional circumstances as to why they should undertake external assessments at our centre.

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 Calthorpe Park School is:

- A senior member of centre staff (approved by head of centre) who has not taught the subject being examined will be present at the start of each examination to assist with the identification of candidates
- Invigilators will utilise desk cards and internal candidate photographs to verify the identity of candidates

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)

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 December 2024 minor changes were made to reflect use of inclusion of student photographs on desk cards following implementation of Exams Assist Software package

May 2025 (EJS using Exams Office Guidance)