



## 015 Identifying Candidates (Exams)

### Walton-le-Dale High School

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 Walton-le-Dale High 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.

Centre Name	Walton-le-Dale High School
Centre Number	46703
Date policy first created	02/11/2023
Current policy approved by	FGB
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## Purpose

The purpose of this procedure is to confirm that Walton-le-Dale High 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 identity

### Internal Candidates

The identity of students on roll at Walton-le-Dale High School is checked as part of the initial registration process. (GR 5.6)

The process for in year admissions is as follows:

Once invited for an admission meeting, they are required to bring 1 form of photo ID for the student and 1 piece of ID that confirms their address.

### External/Private Candidates

The identity of any student who has not received any tuition at Walton-le-Dale High 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 Walton-le-Dale High School:

Our policy is not to accept Private Candidates.

## 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 Walton-le-Dale High School is:

- Exam seating plan provided in each exam room showing where candidates are seated

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- Desks are A-T (or less) horizontally and 1-9 (or less) vertically. Candidates allocated a seat ie A1
- Desks are labelled with the Candidate's ID Card as below: As students are allocated Set seats, once these have been agreed, the ID card gets a seat number sticker put onto it and the ID card remains on the desk for the duration of the Exam Season.

<School Photo>	Legal Name:  Exam Number:  Centre Number: 46703
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- Head of Centre and members of SLT available to check and confirm identity of students
- Exams Officer confirms through completion of attendance register against seating plan information

The following arrangements are also in place:

- 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

Exams Officer (EO):

- Through training, ensure invigilators are aware of the procedure for confirming the identity of all candidates sitting examinations (ICE 16.1)
- 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)

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- 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)