



Emerson Park Academy

Exam Procedure Candidate Identification

2024/25

Centre No. 12821

This plan is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	November 2025

Key staff involved in candidate identification policy

Role	Name(s)
Head of centre	Mr S McGuinness
Exams officer line manager (Senior leader)	Mr M Hope
Exams officer	Mrs T Whiting
Lead Practitioner for Inclusion/SENCo	Ms E Fuller
Senior leader(s)	Ms K Blaize – Deputy Head
	Mr N Giles – Assistant Head teacher
	Dr Crawley – Assistant Head teacher
	Mr J Maguire – Assistant Head teacher
	Ms C Amponsah – Business Manager
	Ms N Heatley – Assistant Head teacher
	Mr S Thurley – Assistant Head teacher

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 Emerson Park Academy are managed in accordance with current requirements and regulations.

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

Purpose of the procedure

The purpose of this procedure is to confirm that Emerson Park Academy:

- verifies the identity of all candidates that it enters for examinations or assessments (GR5.6)
- has processes in place to be satisfied that 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 Emerson Park Academy is checked as part of the initial registration process (GR 5.6)

The process is:

Internal candidates are those students currently on roll at Emerson Park Academy and therefore will have already provided documented proof of identity during the admissions procedure.

Private candidates

The identity of candidates, not on roll at a centre but who may be accepted to take examinations, must be checked by a verification process which involves photo-ID. (GR 5.6)

At Emerson Park Academy:

Currently does not accept private candidates. If for whatever reason we did accept external candidates who are not previously known to a current member of staff, we will ask them to provide proof of identity.

We would accept the following photographic proof of identity:

- Current passport
- Current UK driving licence
- Current European identity card

If none of the above items are available a current birth (and marriage if applicable) certificate and proof of current address will be acceptable.

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 by following the arrangements in place to carry out adequate checks. (ICE 16)

The arrangements at Emerson Park Academy are:

Internal candidates will be verified by staff members present at the beginning of each written exam.

A member of the Senior Leadership Team will be present at the beginning of each external exam. At least one member of staff from the relevant subject will also be present at the beginning of each exam.

All candidates have ID cards on their desk which clearly displays their full name and candidate number.

The following measures 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. passport or photographic driving licence (ICE 16)
- 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)
- Invigilators will be informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded (ICE 16)

3. Roles and Responsibilities

The role of the Exam Officer

- Through training, ensure invigilators are aware of the procedures for verifying the identity of all candidates at the time of the examination or assessment (ICE 16)
- 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)
- 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)
- 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)