

CANDIDATE IDENTIFICATION PROCEDURE

Yardleys School

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Centre name	Yardleys School
Centre number	20291
Date procedure first created	18/03/2024
Current procedure approved by	Donna Bentham
Current procedure reviewed by	David Pohl
Date of next review	30/04/2025

Key staff involved in the procedure

Role	Name
Head of centre	Gurpreet Basra
Senior leader(s)	David Pohl Victor Webb
Exams officer	Donna Bentham
Other staff (if applicable)	Emma Robinson

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

The process is:

- Class teacher checks register of submissions using class lists and knowledge of the class being submitted

Private candidates

The identity of students (private 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 Yardleys School:

- This process is not applicable as Yardleys School do not accept private candidates

2. Procedures to verify candidate identity at the time of the examination/assessment

Invigilators are able to establish the identity of all candidates sitting examinations by following the arrangements in place to carry out adequate checks. (ICE 16.1)

The arrangements at Yardleys School are:

- A Head of Year/Senior member of staff who has not taught the subject checks on the identity of the candidates in the room
All invigilators are employed by the school and the candidates are known to them
Identification cards are placed on the desk with an internal photograph of the candidate on it

The following measures are also in place:

- Private/external/transferred candidates are not accepted at Yardleys School so no identification of these candidates is required (ICE 16.2)
- 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 16.3)
- Invigilators will be informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded (ICE 16.4)

3. Roles and responsibilities

The role of the exams office/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 16.1)

- Private/external/transferred candidates are not accepted at Yardleys School so no identification of these candidates is required (ICE 16.2)
- 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 16.3)
- 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 16.4)

Additional responsibilities:

Not applicable

Changes 2023/2024

No changes applicable

Centre-specific changes

Upon review 2023 no centre specific updates were deemed necessary