



Policy Statements and Procedures

CANDIDATE IDENTIFICATION PROCEDURE

(To include Controlled Assessment and BTEC)

SEPTEMBER 2025

INTRODUCTION

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 Hewens College 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 Centre's and Instructions for conducting examinations.

Purpose of the procedure

The purpose of this procedure is to confirm that Hewens College:

- 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)

Process to check candidate identity

Internal candidates

The identity of students on roll at Hewens College is checked as part of the initial registration process. (GR 5.6)

The process is:

- Parents, guardians and carers are asked to fill out a form prior to student enrollment, this will include all details of the student on: full name, date of birth, home address, immediate family members for emergency contacts etc.
- At Hewens College, we require a copy of the students birth certificate to ensure all the information of the students legal name and date of birth match up. We may also require a form of ID such as a passport.

Private candidates

The identity of any student who has not received any schooling at Hewens College 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 Hewens College:

- we have to ensure that the candidate has photographic ID on them that they can show us, so we can verify who they are.

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 Hewens College is:

- Students are given examination ID cards prior to the examination series which has their name, candidate number and a photo of them on. As they enter the venue and take their seat, they will be asked to place the ID card on their desk so that the invigilators can clearly identify them and tick them off of the register. If students enter the examination room without an ID card, the invigilators have a batch of spare cards that can be used just for that one examination just so they can formally identify them. If a spare one is used, the student must hand this back in after the examination.

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)

Roles and responsibilities

The role of the examinations office/officer

- Through training, ensure invigilators are aware of the procedure for confirming the identity of all candidates sitting examinations (ICE 16.1)
- Reinforced training requirements for invigilators regarding ID verification and access arrangements.
- 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 license. (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 2025/2026

- (Updated) References to sections of ICE 16 where these have been changed in ICE 2025-2026.

Monitoring

This policy will be reviewed by Marlene Littlefair at the beginning of each academic year. At every review, the policy will be shared with the Academy Board and approved by Stuart Duguid, Chair of Governors.