



**CHEL TENHAM
BOURN SIDE
SCHOOL**

Candidate Identification Procedure

Cheltenham Bournside School

Candidate Identification Procedure

Centre Name	Cheltenham Bournside School
Centre Number	57309
Date policy first created	20/09/2023
Current policy approved by	F Brown
Current policy reviewed by	F Brown
Date of next review	01/10/2024

Key staff involved in the procedure

Role	Name
Head of Centre	S Jefferies
Senior leader(s)	K Hanley
Exams officer	F Brown
Other staff (if applicable)	D Harvey

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

The process is:

- for those who enter at the start of year 7, they are already known and identified.
For those who are in-year admissions, we see their birth certificate and passport if they have one.

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 Cheltenham Bournside School:

- we confirm the candidates identity with the use of photo ID at the time of making the entry. They should also produce photo ID each time they come into school for an examination.

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 Cheltenham Bournside School are:

- a desk card is placed on each desk which has the student's name, candidate number and photo on it. Invigilators check these.

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 16.2)
- 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)
- 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 16.2)
- 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