



# Meridian Trust

## Candidate Identification Procedure

### Candidate Identification Procedure

Centre name (the Academy)	Northstowe Learning Community
Centre number	22238
Date procedure first created	22/12/2023
Current procedure approved by	Claire Mills
Current procedure reviewed by	Claire Driver
Date of review	27/10/2025
Date of next review	31/12/2026

### Key staff involved in the procedure

Role	Name
Head of centre	Claire Mills
Senior leader(s)	Carl Deighton
Exams officer	Claire Driver
Other staff (if applicable)	Invigilators in the exam room

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 the Academy 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**.

## **Purpose of the procedure**

The purpose of this procedure is to confirm that the Academy:

- 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 the Academy is checked as part of the initial registration process. (GR 5.6)

The process is:

- to ask to see some official identification e.g. passport, for new students that are not transferring from another UK school.  
to ask for and obtain documentation from previous schools for all students transferring from a UK school.

### **Private candidates**

The identity of any student who has not received any tuition at the Academy 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 the Academy:

- a copy of the private candidate's photo driving license or a copy of the photo page of their passport must be attached to the initial registration form. If they do not have a driving licence or a valid passport then exam boards have an identification form, which they need to complete and have witnessed. The candidate must bring the original of the photo ID when they attend each examination.

## **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 the Academy is:

- A senior member of centre staff (approved by the head of centre, who has not taught the subject being examined) will bring the students into the exam hall and be present prior to the start of the examination to assist with the identification of candidates.  
Additionally, the use of desk cards, which include the candidates photograph are placed on each desk so that the invigilators can correctly identify the candidates.

The following arrangements are also in place:

- A private or 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 or registered for the examination or 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)

### **3. Roles and responsibilities**

#### **The role of the exams office/officer**

- Through training, ensure invigilators are aware of the procedure for confirming the identity of all candidates sitting examinations (ICE 16.1)
- Prior to the examination, inform a private or 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 or registered for the examination or assessment, e.g. passport or photographic driving licence. (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)

Additional responsibilities:

#### **Changes 2025/2026**

(Updated) Bullet points to reflect slight wording changes in ICE 16.5

#### **Centre-specific changes**

Upon review in December 2025, no centre-specific updates or changes were applicable to this document.