Candidate Identification Procedure

Candidate Identification Procedure

Centre name (the Academy)	Sawtry Village Academy
Centre number	22227
Date procedure first created	22/12/2023
Current procedure approved by	Simon Parsons
Current procedure reviewed by	Joanne Scott David Bridgeman
Date of review	27/10/2025
Date of next review	31/12/2026

Key staff involved in the procedure

Role	**Name**
Head of centre	Simon Parsons
Senior leader(s)	David Bridgeman Ashley Yeomans Michelle McCloskey Corinne Wheeler Thomas Hill
Exams officer	Joanne Scott
Other staff (if applicable)	Jade Cox (Exams Assistant)

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:

- Students are issued with ID cards prior to examinations, this displays their name, photo identification, candidate details. This must be brought with them to each examination.
- A folder is supplied in the main examination room with a copy of all examination students and photo identification.
- The exams officer and SLT member will be on hand prior to the start of the examinations to assist with identification.

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 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)

Changes 2025/2026

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

Centre-specific changes

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