



Candidate Identification Procedure

Sharnbrook Academy

Candidate Identification Procedure

Centre name	Sharnbrook Academy
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Current procedure approved by	Clare Raku
Current procedure reviewed by	Laura Watt
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Key staff involved in the procedure

Role	Name
Head of centre	Clare Raku
Senior leader(s)	Laura Watt
Exams officer	Sharon Whitelock
Other staff (if applicable)	Cheri West Tricia McMurdo

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

The process is:

- to liaise with Bedford Borough who complete any required identification checks on application for school place, as contracted by the Academy to do so.

Private candidates

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

- a scanned copy of the candidate's passport or photographic driving licence is requested in advance of entries being made.

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 Sharnbrook Academy is:

- the use of desk cards which include internal candidate photographs in addition to other details such as candidate number, date of birth and required access arrangements. Sixth form students will also be required to wear their photographic school ID and lanyard to gain entry to the exam room and main school students are required to wear their logoed blazer and/or jumper. To assist with the identification of candidates prior to entry, at least two senior members of staff (SLT and/or senior tutors) will be positioned on the entry doors to the main exam room, this is extended to three members of staff on days where sixth form examinations are taking place, to include an additional member of the sixth form leadership and pastoral team.

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)

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/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 16.5)
- 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:

Not applicable

Changes 2024/2025

(Updated) References to sections of ICE 16 where these have been changed in ICE 2024-2025.

(Changed) Heading **Procedures to verify candidate identity at the time of the examination/assessment** to **Procedure detailing how the identity of all candidates sitting examinations is confirmed** to reflect the re-wording in ICE 16.1.

(Updated) Various bullet points to reflect slight wording changes in various sections of ICE 16.

Centre-specific changes

Upon review in September 2024, no centre-specific updates or changes were applicable to this document.