



Policies

Exams Candidate Identification Policy

Next review date: March 2027



Examinations Candidate Identification Policy

Centre name	Holmes Chapel Comprehensive School
Centre number	40627
Date procedure first created	16/05/2024
Current procedure approved by	Jason Jones
Current procedure reviewed by	Sam Crompton
Date of review	25/03/2026
Date of next review	25/03/2027

Key staff involved in the procedure

Role	Name
Head of centre	Nigel Bielby
Senior leader(s)	Jason Jones
Exams officer	Sam Crompton
Other staff (if applicable)	Sarah Hilditch

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 Holmes Chapel Comprehensive School 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 Holmes Chapel Comprehensive 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 Holmes Chapel Comprehensive School is checked as part of the initial registration process. (GR 5.6)

The process is:

- The identity of students is checked during the centre's admissions process by the admissions officer. This process is outlined in the centre's admissions policy.

Private candidates

The identity of any student who has not received any tuition at Holmes Chapel Comprehensive School 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 Holmes Chapel Comprehensive School:

- The centre policy is not to accept private candidates that are not already known to the centre. The centre does, however, allow students who have recently left to enter as private candidates.. These candidates are identified by staff who have taught them. Any such candidate is also asked to bring photographic identification which is checked at the reception desk.

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 Holmes Chapel Comprehensive School is:

- **Senior Staff Presence:** A senior member of staff, authorised by the Head of Centre and who has no teaching involvement in the subject being examined, will be present at the start of each session. Their role is to assist with candidate identification and address any immediate administrative concerns.

Digital Verification: Attendance registers are managed via Exam Assist, which provides a digital photograph of every candidate. Invigilators utilize these images to verify the identity of each student during the registration process.

Physical Photo Reports: Printed candidate photo reports are provided in every examination room for invigilator reference throughout the session.

The following arrangements are also in place:

- Private candidates not known to the centre are not accepted.

- 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 16.6-7)
- 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