

Candidate Identification Procedure

Policy/Procedure creator: Pam Thompson

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| Centre Name | Hamilton School |
| Centre Number | 51334 |
| Date procedure first created (dd/mm/yyyy) | 30/09/2020 |
| Current procedure reviewed by | Pam Thompson |
| Current procedure approved by | Mandy Wilton |
| Date of next review (dd/mm/yyyy) | 30/09/2021 |

Key staff involved in the procedure

| Role | Name |
|-----------------------------|------------------|
| Exams officer | Pam Thompson |
| Senior leader(s) | George Chatzakis |
| Head of centre | Mandy Wilton |
| Other staff (if applicable) | Not Applicable |

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 Hamilton 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 Hamilton School:

- verifies the identity of all candidates that it enters for examinations or assessments (GR 5.6)
- has processes in place to be satisfied that 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 Hamilton School is checked as part of the initial registration process. (GR 5.6)

The process is:

The referring Local Authority provides Education Health and Care Plans which include photographs of the student.

Private candidates

The identity of 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 Hamilton School:

Our policy is not to accept private candidates.

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 Hamilton School are:

As a special school our cohorts are sufficiently small to ensure that all staff present are familiar with the identity of every candidate.

The following measures are also in place:

- It is our policy not to accept external candidates.
- 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 particular 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)
- It is our policy not to accept external candidates.

- 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 particular access arrangement(s) awarded (ICE 16.4)

Additional responsibilities:

Not applicable