



Candidate Identification Procedure

Centre name	Etonbury Academy
Centre number	15168
Date procedure first created	28/11/2024
Current procedure approved by	Jo Young
Current procedure reviewed by	Gemma Ramel
Date of review	01/12/2025
Date of next review	01/12/2026

Key staff involved in the procedure

Role	Name
Head of centre	Jo Young
Senior leader(s)	Ravi Baga, Rhys Kirkman, Michael Craddock
Exams officer	Gemma Ramel
Other staff (if applicable)	Jackie Davison

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

The process is:

- Etonbury Academy receives student application details from Central Bedfordshire Council Parent/Carers complete our new student details form
- Previous school is contacted to confirm students name, date of birth and UPN and to forward any other relevant information

Private candidates

The identity of any student who has not received any tuition at Etonbury 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)

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 Etonbury Academy is:

- Senior Leadership Team and the Head of Year are present where the students line up outside the exams hall to assist with the identification of candidates

Each student has their own desk card with their candidate details and most recent school photograph

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)