

# Cirencester Kingshill School

## Candidate Identification Procedure

Policy/Procedure creator: Mrs P Clarke

Policy/Procedure created/reviewed: 25/03/25

Centre Name	Cirencester Kingshill School
Centre Number	57005
Date procedure first created	25/04/24
Current procedure reviewed by	Mrs P. Clarke
Current procedure approved by	Governing Body
Date of next review	25/03/26

Key staff involved in the procedure

Role	Name
Exams officer	Mrs P Clarke
Senior leader(s)	Mr D. Stillman
Head of centre	Mrs J. Lindley
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 Cirencester Kingshill 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 Cirencester Kingshill 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 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 Cirencester Kingshill School is checked as part of the initial registration process. (GR 5.6) The process is:

Kingshill School do not check the identity of the Year 7 cohort admitted in the September. Pupils are admitted via file transfer from Gloucestershire Education Authority. Individual pupils joining all year groups thereafter have their identity checked (passport and birth certificate) as well as proof of address.

#### **Private candidates**

The identity of students (private 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)

Cirencester Kingshill School requests photo ID from any private candidate.

### **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 Cirencester Kingshill School are:

The Head of Year 11 as well as Assistant Headteacher(s) will be present to identify pupils as they enter the exam rooms. The following measures 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. passport or photographic driving licence (ICE 16.2)
- 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 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)
- 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 (ICE 16.2)
- 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 access arrangement(s) awarded (ICE 16.4)

#### **CENTRE-SPECIFIC CHANGES**

There are no centre specific changes for 2024/25 resulting from our annual review.