



WREKIN

## **Candidate Identification Procedure Policy**

Wrekin College

## Candidate Identification Procedure Policy

Centre name	Wrekin College
Centre number	29360
Date procedure first created	25/09/2023
Current procedure approved by	Mr Ben Smith
Current procedure reviewed by	Gemma Allen
Date of review	26/09/2025
Date of next review	25/09/2026

### Key staff involved in the procedure

Role	Name
Head of centre	Mr Ben Smith
Senior leader(s)	Mr Ben Smith - Acting Headmaster Mr David Blackhan - Deputy Head Pastoral Mrs Cora Thurst - SENCo Mr Steve Morton - IT Manager and Safeguarding Mrs Amandeep Rathore - Head of Facilities
Exams officer	Mrs Gemma Allen
Other staff (if applicable)	Ros Curel - Admissions

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 Wrekin College 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 Wrekin College:

- 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 Wrekin College is checked as part of the initial registration process. (GR 5.6)

The process is:

- Check of both passport and birth certificate, this is carried out and held by admissions.  
A school photograph is placed on a printing seating plan for each exam to help invigilators identify students. School Photo to be updated for 5th Form and Sixth Form

### **Private candidates**

The identity of any student who has not received any tuition at Wrekin College 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 Wrekin College:

- Exams officer to check passport and keep a colour copy. Candidate will sign in at the office, Exams officer to accompany to the exam room and introduce to the invigilator.

## **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 Wrekin College is:

- A photo based seating plan produced to use in all large exam rooms. If there is further clarification needed Mrs Allen, exams officer or Mr Ben Smith to be called to assist as they are familiar with students.  
Candidate Photographs to be updated so they are a maximum of 12 months old at the time of the exam, to ensure likeness of the photograph.  
Alternative Rooming Students to have a photography attached to the front of their files.

The following arrangements are also in place:

- A private or 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 or registered for the examination or 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 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:**

Ros Cruel head of admissions will do identity checks to all students enrolled at Wrekin College.

## **Changes 2025/2026**

(Updated) Bullet points to reflect slight wording changes in ICE 16.5

### **Centre-specific changes**

Upon trial in 2023 all invigilator will be provided with a photographic seating plan to identify students.

#### **Changes 2024-2025**

Candidate Photographs to be updated so they are a maximum of 12 months old at the time of the exam, to ensure likeness of the photograph.

Alternative Rooming Students to have a photography attached to the front of their files.

#### **Changes 2025-2026**

New picture to be taked a in 5th Form and 6th Form sceduled on the calender.