



**THE BEWDLEY SCHOOL**

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THE BEWDLEY SCHOOL

**CANDIDATE  
IDENTIFICATION  
PROCEDURE**

2024/25

Adoption Date:  
Person Responsible: Mrs F Wilmot  
Review Date:

Source: The Exams Office

## Candidate Identification Procedure

Centre name	The Bewdley School
Centre number	24005
Date procedure first created	06/12/2024
Current procedure approved by	Mrs F Wilmot
Current procedure reviewed by	Mr P Willis
Date of review	
Date of next review	

## Key staff involved in the procedure

Role	Name
Head of centre	Mrs C McDougall
Senior leader(s)	Mr D Chauhan Mr P Willis Mr O'Malley
Exams officer	Ms D Bridges
Other staff (if 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 The Bewdley 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 The Bewdley 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 The Bewdley School is checked as part of the initial registration process. (GR 5.6)

### **Private candidates**

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

## **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 The Bewdley School is:

- Members of SLT will be in attendance at the beginning of large exams to identify all of the candidates.

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)

Additional responsibilities: Not applicable.