

Identification of examination candidate policy

Author:	
Approval:	[Approver]
Date approved:	24/02/2026
Review date:	23/02/2027
Review timescale:	Annual
Keywords:	Candidate identification
[Comments]	

Contents

1	Purpose and Scope	3
2	Legal Framework.....	3
3	Responsibilities	3
3.1	Senior Leadership Team:	3
3.2	Examinations Officer:	3
3.3	Invigilators:	3
3.4	Candidates:.....	3
4	Identification Procedures	3
4.1	Before the Examination:.....	3
4.2	During the Examination:.....	4
5	Special Circumstances	4
5.1	Candidates with Additional Needs:.....	4
5.2	Suspected Impersonation:	4
6	Record Keeping	4
7	Training	4
8	Monitoring and Review	4

1 Purpose and Scope

This policy sets out Caroline Chisholm School's procedures for verifying the identity of candidates taking external examinations to ensure the integrity of the examination process and prevent malpractice.

This policy applies to all students taking external examinations at Caroline Chisholm School, including GCSEs, A-levels, and vocational qualifications.

2 Legal Framework

This policy complies with:

- Joint Council for Qualifications (JCQ) regulations
- Data Protection Act 2018 and UK GDPR
- Equality Act 2010

3 Responsibilities

3.1 Senior Leadership Team:

- Ensure this policy is implemented effectively
- Provide necessary resources and training for staff

3.2 Examinations Officer:

- Coordinate all identification procedures
- Train invigilators on identification procedures
- Report any concerns about candidate identity to the Head of Centre

3.3 Invigilators:

- Check candidate identity before each examination using the photo identification
- Report any concerns immediately to the Examinations Officer
- Follow procedures outlined in this policy

3.4 Candidates:

- All students will have their student label with their photo, candidate number and centre number placed on their exam desk.
- Cooperate with identification checks

4 Identification Procedures

4.1 Before the Examination:

- Invigilators will place the student label which includes the student's photo, candidate number and centre number on each student desk.
- The invigilator will verify:
 - The photograph matches the candidate
 - The name on the ID matches the name on the attendance register

4.2 During the Examination:

- If there is any doubt about a candidate's identity, the invigilator must:
 - Discreetly ask the candidate to remain after other candidates have been admitted
 - Contact the Examinations Officer immediately
 - Not allow the candidate to start the examination until identity is confirmed
- The Examinations Officer will:
 - Speak to the candidate privately
 - Use additional verification methods e.g., checking school records
 - Decide on whether the candidate can proceed
 - Document the incident

5 Special Circumstances

5.1 Candidates with Additional Needs:

- All adjustments will comply with JCQ regulations and the Equality Act 2010

5.2 Suspected Impersonation:

If there is any suspicion that a candidate is attempting to impersonate another person:

- The candidate will not be permitted to sit the examination
- The incident will be reported to the Head of Centre immediately
- The matter will be reported to the awarding body as potential malpractice
- The school's disciplinary procedures will be followed
- The police may be contacted if criminal activity is suspected

6 Record Keeping

The Examinations Officer will maintain records of:

- Any incidents where identity could not be immediately verified
- Actions taken to resolve identification issues
- Any suspected cases of impersonation

Records will be retained in accordance with JCQ requirements.

7 Training

- All invigilators will receive training on identification procedures before each examination series
- Training will cover:
 - How to check identification effectively
 - What to do if there are concerns

8 Monitoring and Review

- This policy will be reviewed annually by the Examinations Officer and Senior Leadership Team
- The policy will be updated to reflect any changes in JCQ regulations or legislation
- Feedback from invigilators and candidates will be considered during the review