



Identifying Candidates Policy

Centre no: 14302

Centre name	Archbishop Tenison's C of E High School
Centre number	14302
Date procedure first created	03/09/2025
Current procedure approved by	Hannah Watson
Current procedure reviewed by	Miles Winter
Date of review	04/09/2025
Date of next review	03/09/2026

Key staff involved in the procedure

Role	Name
Head of centre	Richard Parrish
Senior leader(s)	Miles Winter
Exams officer	Hannah Watson
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 Archbishop Tenison's C of E High 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 Archbishop Tenison's C of E High 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 Archbishop Tenison's C of E High School is checked as part of the initial registration process. (GR 5.6)

The process is:

- During the Admission process, students will need to provide their passport or birth certificate to confirm their identity.
- Receive the UPN from previous school/Council
- The UPN can be verified on the DfE.

Private candidates

The identity of any student who has not received any tuition at Archbishop Tenison's C of E High 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)

At Archbishop Tenison's C of E High School:

- If the Centre takes private candidates that haven't attend Archbishop Tenison's before, we would ask for proof of identity (Passport/Birth certificate) and ensure a current photo is taken, so that we know who they are when they arrive on site to sit the exams.
- 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) proceed as normal to sit the examination (ICE 16.6).

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 Archbishop Tenison's C of E High School is:

- Students will line up in their forms outside the exam hall.
- Either the Head of Year or Senior Pastoral Leader or suitable SLT member will be in attendance
- Form tutors are also available and can confirm the identity of students
- Students are then called in according to the seating plan and can be seen by teachers who know them.
- Each student has a card on their desk with their name, candidate number, UCI and Tutor group included.
- If they are not in attendance, we will phone home.

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) This will also be sent in advance to the school so that we have an up to date photo.
- 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

