



Candidate Identification Procedure

Ormiston Denes Academy

Candidate Identification Procedure

Centre Name	Ormiston Denes Academy
Centre Number	19133
Date procedure first created	01/12/2023
Current procedure approved by	Mrs K Williams
Current procedure reviewed by	Ms R Frosdick
Date of next review	01/12/2024

Key staff involved in the procedure

Role	Name
Head of Centre	Mrs K Williams
Senior leader(s)	Mr A Donovan - Vice Principal
Exams officer	Ms R Frosdick
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 Ormiston Denes Academy 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 Ormiston Denes Academy:

- 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 Ormiston Denes Academy is checked as part of the initial registration process. (GR 5.6)

The process is:

- During school admission, an admissions form is received via the Local Education Authority (LEA) Suffolk County Council will notify the academy of year 7 admissions which include contact details for parents/guardians who are then contacted directly. Data collection sheets are issues annually by the academy to correct/update details held on the MIS system. Exam entries are made using the information held on the MIS system.

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)

At Ormiston Denes Academy:

- Candidates are asked to complete a Private Candidate Entry Form with all personal details and details of the examinations being entered for. Proof of identification is also required.

Ormiston Denes Academy policy is not to accept private candidates.

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 Ormiston Denes Academy are:

- Internal candidates - both registers and desk cards are printed with candidate information and photograph to allow easy identification. The Vice Principal and Raising Achievement Mentors

External candidates - will have a photograph taken at the time of confirming their identity prior to exams commencing. The register and desk card will be printed with candidate information and photograph to allow easy identification.

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 or photographic driving licence. (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)

Additional responsibilities:

Not applicable.

Changes 2023/2024

No changes applicable

Centre-specific changes