



Procedure to identify Candidates

2024/25

This procedure is reviewed annually to ensure compliance with current regulations

Date of next review	September 2025
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Key staff involved in the complaints and appeals procedure

Role	Name(s)
Head of centre	Ms S Wilson
SLT members	Mr T Smith
Exams officer	Mrs. G. Higgins

Purpose of the procedure

This procedure confirms Chessington School's compliance with JCQ's General Regulations for Approved Centres 2021 - 22, section 5.8 that the centre will *identify candidates regarding the centre's delivery or administration of a qualification*.

Purpose of the plan

This plan outlines procedures put in place to identify candidates sitting exams at Chessington School.

Private Candidates

The Centre accepts transferred candidates but does not accept private candidates

Internal Candidates

Reception staff

All candidates are known to centre staff. The candidates are known to reception staff which enables them to act as the first point in the identification process.

Exam assistant

A register of all candidates is taken in the Atrium prior to candidates going to the exam room. Registers are taken again once the candidates are seated – this is also part of the school safeguarding procedure.

Teaching staff

A member of SLT, Exams Officer or centre staff is present at the entrance of each exam room and can identify candidates.

Exams officer

Ensures candidate cards are present on each exam desk. The card shows the name and a photograph of each candidate entered for the current exam.

If a candidate is wearing religious clothing the exams officer would ask them to reveal their face in a private room prior to entering the exam room.

Provides a seating plan including the legal name and candidate number for all candidates. Informs invigilators of all changes to the seating plan.

Ensures all invigilators are aware of the current JCQ regulations for identifying candidates.

Invigilators

Once the exam has started an invigilator will walk up and down and complete the JCQ required seating plan. They do this using the candidate cards, checking the identities at the same time.

Invigilators will be informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded (ICE 16.4)

“The centre agrees to... have in place written procedures to verify the identity of all candidates at the time of the examination or assessment...”

[GR 5.10]

Invigilators must establish the identity of all candidates sitting examinations.

...A transferred candidate who is not known to the school or college must show photographic documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence...

...In cases where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. Centres must inform candidates in advance of this procedure and well before their first examination.

Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.”

[ICE 9]

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 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).
- 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)