Candidate Identification Procedure

2023 - 2024

Version: V2

Date issued: 17/01/2024

Date of next review: 17/01/2025

Document Author: S Charles (Exams Officer)

The following procedure complies with JCQ General Regulations section 5.9 '*Conducting examinations and assessments*', and is used to verify the identity of candidates at the time of an examination or assessment.

For internal 'on-roll' candidates:

- A copy of candidate details along with photographic evidence will be available in each exam venue for invigilators' reference (on candidate desk labels), and on an A4 sheet included within the main exam room's invigilator resources pack. Additionally, a member of Ridgewood High School Senior Leadership Team (SLT) will be present in the main exam venue (usually the sports hall) to assist in the identification of on-roll candidates prior to the commencement of the examination.
- If a candidate's identity is unable to be verified by the member of SLT, the candidate will be required to provide evidence of identity (eg passport, other photo ID, or confirmation of details that can be verified by registration group teacher/faculty leader or another member of SLT)
- For on-roll candidates who are to take their exams within the Learning Support Department, identification verification is to be completed by the SENCo or a senior member of the Learning Support team. If a candidate's identity is unable to be positively verified, the Exams Officer or a member of SLT is to be contacted immediately for advice/assistance.

For external or private candidates:

- All external or private candidates MUST sign in at reception on arrival to collect a visitor badge. All external/private candidates will be met at reception by a member of the Exams Office team (Exams Officer/Exams Assistant/Invigilator), at which point photographic identification must be presented and verified. The private/external candidate will then be accompanied to the examination venue by the Exams Office team member.
- Photographic identification (eg passport, driving licence) must be presented to the examination invigilator in the examination venue upon request **prior to commencing the examination** in order to enable positive identification verification.
- If the candidate is unable to provide photographic identification, or if the invigilator is unable to positively verify the identity of the candidate for any reason, the Examination Officer should be summoned immediately for assistance.

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.