



# Mullion School

## Candidate Identification Procedure

### 2024-2025

Centre Name	Mullion School
Centre Number	53813
Date policy first created	01/10/2021
Current policy reviewed by	SLT
Current policy approved by	M Dunleavy
Date of next review	01/10/2026

#### Key staff involved in the policy

Role	Name
Exams Manager	S Reed
Senior leader(s)	D Penberthy
Head of centre	M Dunleavy
Other staff members (if applicable)	R Richards

The Exams Officer must ensure a procedure is in place to verify candidate identity including private candidates. The invigilator **must** be able to verify the identity of all candidates in an examination or assessment.

- Senior staff may be present at the start of the examination to assist with candidate identification (with the permission of the Head of Centre).
- Printed photographs with the students name are provided in the exam boxes for each exam room
- Once students enter the exam room and are seated, invigilators will check the photographs while the exam register is being taken
- External candidates will be asked to bring photographic identification with them which will be checked before they enter the exam room.
- Any discrepancy or irregularity will be reported immediately to the Exams Manager.
- The centre will... verify the identity of all students that they enter for examinations or assessments. The centre must be satisfied that all candidate identities have been checked, whether as part of the initial registration process, or in the case of private candidates through a verification process which involves photo-ID (GR 5.6)
- The centre will... have in place written procedures to verify the identity of all candidates at the time of the examination or assessment... (GR 5.9)
- Invigilators must establish the identity of all candidates sitting examinations.
- A private/external candidate or 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.
- 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.
- The Exams Officer ensures exams are conducted according to JCQ and awarding body instructions
- The Exams Officer ensures invigilators are aware of the procedure and provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded)