



Policy/Procedure creator: Sam Nash

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Centre Name	Ark Alexandra Academy
Centre Number	56685
Date procedure first created	28/09/2021
Current procedure reviewed by	Sam Nash
Current procedure approved by	Chris Connor
Date of next review	01 February 2023

Key staff involved in the procedure

Role	Name
Exams officer	Sam Nash
Senior leader(s)	Chris Connor, Juliet Horton
Head of centre	Liam Collins
Other staff (if applicable)	Not 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 Ark Alexandra 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 Ark Alexandra Academy:

- verifies the identity of all candidates 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 Ark Alexandra Academy is checked as part of the initial registration process. (GR 5.6)

The process is:

- Registers completed in main hall prior to each session and student departure to exam room under either EO/SLT or Invigilator
- Years 12 & 13 register taken by Exams Officer in conjunction with Head of 6th Form/Assistant and/or relevant form teacher(s) in main hall ahead of candidates dispersal under supervision to exam room
- Members of SLT and other senior staff in attendance in case of need, both in main hall and during the exam session (paying consideration to rules of those present in exam room).
- Individual desktop candidate (component) labels for students to include candidate name, candidate photo, exam date, exam time, exam location and candidate seat number.

Private candidates

The identity of 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 Ark Alexandra Academy:

Our 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 Ark Alexandra Academy are:

the use of desk cards, internal candidate photographs, a senior member of centre staff (approved by the Head of Centre, who has not taught the subject being examined) will be present at the start of the examination to assist with the identification of candidates.

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