



Examinations Candidate Identification Procedure

Fulford School

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Centre name	Fulford School
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Date procedure first created	19/09/2023
Current procedure approved by	Rachel Baroni
Current procedure reviewed by	Michelle Hutchinson
Date of review	06/10/2025
Date of next review	30/09/2026

Key staff involved in the procedure

Role	Name
Head of centre	Russell Harris
Senior leader(s)	Rachel Baroni Andy Rosie
Exams officer	Michelle Hutchinson
Other staff (if applicable)	SLT Exams Assistant Invigilators

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 Fulford School are managed in accordance with current requirements and regulations.

References in this procedure to GR and ICE refer to the JCQ documents **General Regulations for Approved Centres** and **Instructions for conducting examinations**.

Purpose of the procedure

The purpose of this procedure is to confirm that Fulford School:

- verifies the identity of all students that it enters for examinations or assessments (GR 5.6)
- has processes in place to be satisfied 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 Fulford School is checked as part of the initial registration process. (GR 5.6)

The process is:

- All candidate identities are checked as part of Fulford School's initial registration process, or in the case of private candidates through a verification process which involves photo-ID.

Private candidates

The identity of any student who has not received any tuition at Fulford School but who may be accepted to enter examinations as a private candidate will be checked by a verification process which involves photo-ID. (GR 5.6)

At Fulford School:

- External students bring in means of identification e.g. passport/driving licence and this is checked by Exams Manager/Reception staff when they sign in and get their visitors badge at Reception.

Invigilators are informed of candidates with access arrangements and are made aware of the access arrangement(s) awarded. A blue folder is available in each exam room detailing students with access arrangements.

2. Procedure detailing how the identity of all candidates sitting examinations is confirmed

Invigilators are able to establish the identity of all candidates sitting examinations in accordance with this procedure and by following the arrangements in place for them to carry out adequate checks. (ICE 16)

The process at Fulford School is:

- For identification purposes, a member of the SLT will be present at the start of each exam. A lever arch file is also available in the main Halls showing photographs with names of Years 10, 11, 12 & 13 students. Year 12 & 13 students have ID Badges with green (13) and purple (12) lanyards.

Desk cards on the exam desk also show the name and school photo of the student who should be sitting at that desk according to the seating plan.

The following arrangements are also in place:

- A private or 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 or registered for the examination or assessment, e.g. a passport or photographic driving licence (ICE 16.5)
- 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 16.6)

- Invigilators will be informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded (ICE 16.8)

3. Roles and responsibilities

The role of the exams office/officer

- Through training, ensure invigilators are aware of the procedure for confirming the identity of all candidates sitting examinations (ICE 16.1)
- Prior to the examination, inform a private or 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 or registered for the examination or assessment, e.g. passport or photographic driving licence. (ICE 16.5)
- 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 16.6-7)
- 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 16.8)

Additional responsibilities:

Exams Manager/Assistant:

Ensures invigilators are aware of the procedure.

Provides seating plans for exam rooms according to JCQ and awarding body requirements. Also ensures candidates with access arrangements are identified on the seating plan and that invigilators are informed of those candidates with access arrangements and the access arrangement(s) awarded.

Invigilators:

Follow the procedure for verifying candidate identity provided by the Exams Manager.

Seat candidates in exam rooms as instructed by the Exams Manager/on the seating plan.

Changes 2025/2026

(Updated) Bullet points to reflect slight wording changes in ICE 16.5

Centre-specific changes

The addition of student photos printed on the desk cards is new for this year to aid in the identification process.