Candidate Identification Procedure

Aylesford School

Candidate Identification Procedure

Centre name	Aylesford School
Centre number	61651
Date procedure first created	14/09/2023
Current procedure approved by	Sara Henderson-Smith
Current procedure reviewed by	Katie James – Deputy Head, Acting Head on behalf of Tanya Kelvie
Date of review	03/11/2026
Date of next review	03/11/2027

Key staff involved in the procedure

Role	**Name**
Head of centre	Katie James – Deputy Head, Acting Head on behalf of Tanya Kelvie
Senior leader(s)	Hannah Davvies-Lane
Exams Officer	Sara Henderson-Smith
Other staff (if applicable)	Anna Hawkes

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 Aylesford School are managed in accordance with current requirements and regulations and reflects centre practice.

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 Aylesford 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 Aylesford School is checked as part of the initial registration process. (GR 5.6)

The process is:

- Check files from previous education settings. If not avaliable (student coming from outside UK) request to see passport/identity card.

Private candidates

The identity of any student who has not received any tuition at Aylesford 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 Aylesford School :

- Our policy is not to accept private candidates, except those that were previously on role with us.

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 Aylesford School is:

- - Individual cards are situated on the desk of each candidate before every examination. Students are asked to check they are in the right seat, and Invigilators will also check students' identity using these name cards.
  - Students line up in the seating plan row order
  - SLT take the registerto identify candidates by row before entering the examination room.

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 original 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

- 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 original 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:

Not applicable

Changes effective from 1 September 2026

(Updated) Bullet points to reflect slight wording change in ICE 16.5 (original photographic documentary evidence).

Centre-specific changes

Upon review in September 2024, no centre-specific updates or changes were applicable to this document.