

Identification of Candidates Policy

Head Teacher	Anita Spires
Chair of Governors	Katherine Russell
Reviewed	February 2025 February 2026
Date Last Ratified by LGB	March 2026
Next Review Date	March 2027

CONTENTS

Seating and identifying candidates in exam rooms	3
○ Purpose of the procedure	3
Process to check candidate identity	3
○ Internal candidates	
○ Private candidates	
Candidate Identification Procedure	3
Invigilators	4

Seating and identifying candidates in exam rooms

Purpose of the procedure The purpose of this procedure is to confirm that Beechwood 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)

Process to check candidate identity

Internal candidates

The identity of students on roll at Beechwood School is checked as part of the initial registration process.(GR 5.6)

The process is:

- maintain a Unique Candidate Identifier (UCI) or Unique Learner Number (ULN) for each candidate entered for an examination or assessment and to ensure that the same UCI or ULN is used consistently for the candidate over time to enable aggregation of units and qualifications.

Private candidates

The identity of any student who has not received any tuition at Beechwood 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)

Exams officer

Ensures a procedure is in place to verify candidate identity

Candidate Identification Procedure

The Centre will ensure verification of students at exam entry stage with confirmation from the student of subjects entered and correct full name.(GR5.6)

The Centre will verify student identity on entry to an examination room.

Students will be called into the examination room in order of the seating plan and that the seating plan is adhered to. Year level leaders/Teaching staff will be outside of the examination room ensuring a registration process of students is taken and identity confirmed. Any students missing will be investigated.

The senior leader present in the Exam room prior to the start of the exam will ensure seating plans are filled with correct candidates prior to the start of the exam.

A private/external candidate or a transferred candidate who is not known to the school 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. Centre 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.

Invigilators will be informed of those candidates with access arrangements and must be made aware of the access arrangement(s) awarded. ([ICE](#) 16)

- Ensures invigilators are aware of the procedure
- 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)

Invigilators

- Follow the procedure for verifying candidate identity provided by the EO • Seat candidates in exam rooms as instructed by the EO/on the seating plan.