

Candidate Identification Procedure

St Benedicts Catholic High School



Candidate Identification Procedure

Centre name	St Benedicts Catholic High School
Centre number	42215
Date procedure first created	16/12/2025
Current procedure approved by	Steve Bridgman
Current procedure reviewed by	Amy Cullen
Date of review	16/12/2025
Date of next review	

Key staff involved in the procedure

Role	Name
Head of centre	Emma Jackson
Senior leader(s)	Steve Bridgman
Exams officer	Amy Cullen
Other staff (if 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 St Benedicts Catholic High 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 St Benedicts Catholic High 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 St Benedicts Catholic High School is checked as part of the initial registration process. (GR 5.6)

The process is:

- All new students must have a completed enrolment/application form signed by their parent(s) or legal guardian(s) to confirm the student's identity.

Private candidates

The identity of any student who has not received any tuition at St Benedicts Catholic High 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 St Benedicts Catholic High School:

- It is centre policy not to accept private candidates. The only exception is that former students may be permitted to resit examinations in certain circumstances.

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 St Benedicts Catholic High School is:

- Students are identified by tutors during registration at the start of the day. Students identities are then verified by pastoral staff and the Head of Year as they line up for entry to the exam room in seat order. Students are required to confirm their identity again on entry to the examination room by stating their full name to the invigilator.

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:

N/A

Changes 2025/2026

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

Centre-specific changes

N/A