



Candidate Identification Procedure 2025 to 2026

Thomas Hall School

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Centre name	Thomas Hall School
Centre number	54214
Date procedure first created	07/11/2023
Current procedure approved by	Phil Arnold
Current procedure reviewed by	Michelle Spiess
Date of next review	01/09/2026

Key staff involved in the procedure

Role	Name
Head of centre	Phil Arnold
Senior leader(s)	Phil Arnold, Helen Towler-Williams, Joe Medland, Charlotte Webster
Exams officer	Michelle Spiess
Other staff (if applicable)	Receptionists, 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 Thomas Hall School 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 Thomas Hall 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 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 Thomas Hall School is checked as part of the initial registration process. (GR 5.6)

The process is:

- Children's identity is checked on first registration with the school, either via the Devon County Council application process or by providing proof of identity.

Private candidates

The identity of students (private 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 Thomas Hall School:

- We do not currently 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 Thomas Hall School are:

- Desk cards with photo, candidate number and any access arrangements are placed on desks.

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 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)

Centre-specific changes

Exams Officer:

Ensures all invigilators are aware of the current JCQ regulations for identifying candidates. Candidate Identification Procedure.

Ensures candidate cards are present on each exam desk. The card shows the name, candidate number and a photograph of each candidate entered for the current exam.

Both staff and invigilators are then able to check the name on the desk card and cross reference this with the student photograph.

Provides a seating plan for exam rooms according to JCQ and awarding body requirements to include the legal name and candidate number for all candidates. Informs invigilators of all changes to the seating plan.

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

Identify candidates with access arrangements on the seating plan together with their arrangements.

Invigilators:

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.

Direct the candidates where to sit based on the seating plan.

Take the register once the candidates have been seated.

Once the exam has started the invigilators will walk up and down. They do this as well as using the photo on the candidate's label to double check the identity at the same time.

Report anyone that cannot be identified immediately.


