

Last Review	December 2020
Next Review	December 2021
Frequency	Annually
Governors	
Chair of Governors	Dave Wilkinson

CANDIDATE IDENTIFICATION PROCEDURE 2020/2021

Key staff involved in the procedure

Role	Name(s)
Principal/SENCO	Amanda Costello
Exams Officer	Helena Fallon
SLT Lead Exams	Nicola Preece
Invigilators	Jennifer Storey, Barbara Grice, Michelle Nelson, Jayne Wassell

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 Milton 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 Milton:

verifies the identity of all candidates 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 Milton is checked as part of the initial registration process. (GR 5.6)

The process is:

Internal candidate identification is checked when students are placed on roll at Milton School. All students have an EHCP and admission to school is in conjunction with the Local Authority. All necessary and relevant pupil id checks take place as part of the consultation process between school and the local authority.

Private candidates

The identity of 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 Milton: Milton does not currently accept private candidates, however if in the instance it did the following would take place:

Prior to entering a private candidate for an exam the private candidate would be required to provide in person copies of their birth certificate, one form of photo identification and proof of address.

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 Milton are:

At the start of each exam, SLT Lead for examinations or SLT member, who has not taught the subject will be present to start the exam.

Desk cards will be placed on each table with the candidate name, candidate number, seat number and photograph.

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 particular access arrangement(s) awarded (ICE

16.4)

3. Roles and Responsibilities

The role of the exams office/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 particular access arrangement(s) awarded (ICE 16.4)

Additional responsibilities:

The attendance register will be completed by a member of the invigilation team and each candidate name will be checked against the candidate seating cards.

