# Candidate Identification Procedure

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| Centre name | The Roundhill Academy |
| Centre number | 25327 |
| Date of review | 31 October 2026 |
| Policy approved by | Natalie Teece |
| Policy reviewed by | Julia Rann |
| Date of next review | 30 September 2027 |

Key staff involved in the policy

| Role | Names |
|---|---|
| Head of Centre | Natalie Teece |
| SLT Member with responsibility for Exams | Julia Rann |
| Examinations Manager | Tania Taylor |

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 The Roundhill Academy 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**.

To be read in conjunction with:

- Conflicts of Interest Policy (exams)
- Malpractice Policy

## Purpose of the procedure

The purpose of this procedure is to confirm that The Roundhill Academy:

- 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 The Roundhill Academy is checked as part of the initial registration process. (GR 5.6)

The process is:

- When a student has been registered for an examination, the initial entries are checked by the Head of Department and signed off and returned to the Examinations Manager.

**Private candidates**

The identity of any student who has not received any tuition at The Roundhill Academy 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). Only candidates who have previously been entered for examinations the previous year may be entered as a private candidate at The Roundhill Academy.

At The Roundhill Academy:

- Any private candidate students that have been accepted to take an exam at The Roundhill Academy must provide photo ID - A current and valid passport or a current and valid driving licence

## 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 in accordance with this procedure and by following the arrangements in place for them to carry out adequate checks. (ICE 16)

The processes at The Roundhill Academy are:

- Each student must have their photographic ID card for all examinations and this should always be displayed on their examination desk so that an invigilator can check as part of the exam register

process. If a student does not provide their ID, then a paper copy can be provided by the invigilator from those kept in the room book.

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 original photographic documentary evidence to prove that they are the same person who entered/registered for the examination or assessment, e.g. 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/manager**

- Through training, ensure invigilators are aware of the procedures for confirming the identity of all candidates sitting exams (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)

- 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)