

# Bedales Senior Candidate Identification Procedure

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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 Bedales 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 Bedales 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)

## Process to check candidate identity

### Internal candidates

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

The process is:

- Students are asked to produce their passport as a means of identification

### Private candidates

The identity of any student (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 Bedales School:

- Bedales School does not normally accept external candidates.

## Procedures 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 to carry out adequate checks. (ICE 16)

The arrangements at Bedales School are:

- An examinations card is placed in the corner of the desk for each candidate sitting an exam which has the centre number, candidate exam name, candidate number, and a photograph of the candidate printed on it. This enables the invigilators to check the identity of each candidate.
- For internal assessments the candidates are already known to teaching staff.
- For Art, Photography, Design and Fashion Assessments the teaching staff from the Art and Design Faculty are on hand to ensure the correct candidates are in each session.

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 16.5)
- 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 16.5)

- Invigilators will be informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded (ICE 16.8)

## Roles and Responsibilities

The role of the exam's 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 16.5)
- 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)

Additional responsibilities:

- Not applicable

## Changes 2024/2025

(Updated) References to sections of ICE 16 where these have been changed in ICE 2024-2025.

(Changed) Heading Procedures to verify candidate identity at the time of the examination/assessment to Procedure detailing how the identity of all candidates sitting examinations is confirmed to reflect the re-wording in ICE 16.1.

(Updated) Various bullet points to reflect slight wording changes in various sections of ICE 16

Centre-specific changes

- None