



Allerton Grange

CANDIDATE IDENTIFICATION POLICY

Approved/reviewed by	
Steven Fidler	
Date of next review	November 2023

Key staff involved in the Candidate Identification Policy

Role	Name(s)
Head of centre	Mike Roper
Exams officer line manager (Senior Leader)	Steven Fidler
Exams officer	Laura Gershaw
SENCo	Michaela Child
SLT member(s)	Mike Roper
	Andrew Norrington
	Michaela Child
	Chris Donlon
	Sarah Whittingham
	Patrick Fletcher
	Steve Fidler
	Natalie Watson
	Lucy Saunders

All procedures within this policy comply with the JCQ Instructions for conducting examinations (ICE booklet) (1st Sept 2022 to 31st Aug 2023) with specific reference to:

- Section 13 - Invigilation arrangements for candidates with access arrangements
- Section 16 – Identifying candidates
- Section 17 – The people present
- Section 22 – Completing the attendance register

1. SEATING AND IDENTIFYING CANDIDATES IN THE EXAM ROOM

- Ensures a procedure is in place to verify candidate identity including private candidates
- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements.

In compliance with Section 19

- 19.1 Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave. Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room.
- 19.2 Before candidates can start the examination, the invigilator must always: a) make sure that candidates are seated according to the set seating arrangements as per section 11 of the JCQ ICE booklet.

2. VERIFYING CANDIDATE IDENTITY PROCEDURE

- In each examination room there is a file of photographs of all students sitting the exam which also shows their name.
- Prior to entering the examination room a member of staff who have been authorised by their head of centre may be present at the start of the examination to assist with the identification of candidates.
- The member of staff identifying the students prior to them going into the exam hall will not enter the exam hall.

In compliance with Section 16

- 16.2 A private/external candidate or a transferred candidate who is not known to the school or college must show photographic documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. a passport or photographic driving licence.
- Private candidates are identified by photographic ID to the exams officer before entering the exam room. This photographic ID must match the copy of their photographic ID which is presented when entering for an exam.
- 16.3 Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. Centres must inform candidates in advance of this procedure and well before their first examination. Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.
- 16.4 Invigilators must be informed of those candidates with access arrangements and must be made aware of the access arrangement(s) awarded
- When identifying candidates the attendance register should ideally be completed (in accordance with section 22).

In compliance with Section 17

- 17.3 Only candidates sitting the examination/assessment must be present in the examination room while an examination is taking place.

In compliance with section 22

- 22.1 Allerton Grange School must pay close attention to the completion of the attendance register. Failure to do so will affect an awarding body's ability to deliver an accurate set of results.
- 22.2 The attendance register is a key part of the process of identifying candidates present in the examination room.
- 22.3 Allerton Grange School may record candidate attendance data for examinations through their MIS and produce a centre generated attendance register. Allerton Grange School must submit attendance data but there is not a requirement for Allerton Grange School to use the paper attendance registers produced by the awarding bodies. A centre generated attendance register must list: a) the centre number; b) paper details, including tier, and date of examination; c) candidate numbers and candidate names; d) whether candidates were present or absent for the examination. For Pearson examinations, Allerton Grange School must continue to use the address label, found at the bottom of the attendance register, when despatching scripts.
- 22.5 The attendance register must have been completed before the end of the examination. This will ensure that a check can be made as the scripts are collected.

3. INVIGILATORS

- Follow the procedure for verifying candidate identity provided by the Exams Officer
- Seat candidates in exam rooms as instructed by the Exams Officer in the seating plan

In compliance with Section 22

- 22.4 The invigilator must: a) accurately complete the attendance register during the examination, in line with the awarding body's instructions, clearly indicating those candidates who are either present, absent or transferred; b) write on the attendance register the details of candidates who took the examination but are not shown on the register; (The exams officer must make formal entries to the awarding body as soon as possible, if this has not already been done.) c) cross through the numbers and names of candidates who have been officially

In compliance with Section 13

- Where the invigilator additionally acts as a practical assistant, a reader and/or a scribe, as in paragraphs 13.2 to 13.4, the centre must additionally use a 'roving' invigilator. The 'roving' invigilator will enter the room at regular intervals in order to observe the conducting of the examination, ensure all relevant rules are being adhered to and to support the practical assistant/reader and/or scribe in maintaining the integrity of the examination