



Candidate Identification Policy (Exams)

2023/24

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Glenn Mellor	
Author	
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Date of next review	October 2024

Key staff involved in the policy

Role	Name(s)
Head of centre	Glenn Mellor
Senior Leaders	Zoe Johal, Karen Taylor, James Heaton, Hannah Conway
Exams officer	Cathy Pierce

Purpose of the policy

The purpose of this procedure is to confirm that Herald Learning Centre:

- 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 Herald Learning Centre is checked as part of the initial registration process. (GR 5.6)

The process is:

- that students are only entered for an exam if they are on roll, known to staff and have completed sufficient elements of the course

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 Herald Learning Centre private candidates are not routinely accepted unless they have been on roll at CELC previously and therefore their identity is known.

Procedures to verify candidate identity at the time of the examination/assessment

- External invigilators are not used. This is due to the nature of our provision and with a small cohort students are known to staff
- 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)

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)
- 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)

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- 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)