



## Candidate ID Policy

**Policy Ref: TMP36v2**

This policy will not discriminate either directly or indirectly against any individual on grounds of sex, race, ethnicity or national origin, gender, sexual orientation, marital status, religion or belief, age, disability, socioeconomic status, offending background or any other personal characteristic.

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**Signed**

**Date** July 2020

**Reviewed By** Martin Heaton  
**Job Title** Director

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**Date** July 2020

### Record of Changes

Version	Issue Date	Changes	Initials
v1	July 2019	Initial issue	JM
v2	July 2020	General procedural review, references updated, formatting changes	JM

**Date of Next Review:** July 2021

## Definition

Throughout this policy document **TMP Studios CIC** is referred to as 'TMP College'.

## Foreword

This policy has been written with guidance from JCQ ICE booklet (page 32) and the JCQ General Regulations for approved centres (paragraph 5.9d)

## Identity Checks

The Head of Centre must make sure that appropriate arrangements are in place so that invigilators can carry out adequate checks on the identity of all candidates.

Invigilators must establish the identity of all candidates sitting examinations at the time of the examination.

Invigilators must be informed of any candidates with access and must be made aware of what the access arrangements are.

Candidates ID must be verified at the time of the examination or assessment. Senior members of staff, ie the Director, Head of Curriculum and Quality, Head of Maths and English, Head of Candidate Welfare and Head of MIS, who have been authorised by the Head of Centre may be present at the start of the examination to assist with the identification of candidates.

When identifying candidates the awarding organisation's attendance register should be completed at the same time to check accuracy of first name, middle name and surname.

All candidates are required to bring a form of photographic ID to each examination. As part of the examination announcements candidates are instructed to place their ID on the top right hand corner of their desk.

The only acceptable forms of ID are:

- TMP College ID card (issued at enrolment with photographic proof of ID, ie passport, driving licence)
- Passport
- Driving licence
- National ID card
- UK Citizenship card

During the examination announcements, candidates will be asked to raise their hand if they do not have a form of photographic ID. Invigilators must place a white label on the front of the examination answer book to indicate the candidate does not have ID. The label will state:

*‘No ID available, ID Verification Required. Please remain seated at the end of the examination and do not leave the venue’.*

The candidate’s details must also be recorded on the ‘Candidates Unable to Provide ID’ list.

Any candidate who does not have a form of photographic ID must sit quietly in their seat until the end of the examination, when they will be required to report to the Invigilators’ desk to confirm their identity.

If a candidate is wearing a full facial covering for religious or cultural reasons and this makes it difficult to identify them, the candidate must be accompanied to a private room where an identity check can be undertaken. When undertaking the ID check there should ideally be two members of the invigilation team present who are the same gender as the candidate. Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination. If the candidate refuses to undertake an ID check then this cannot be enforced; the candidate will be informed that a report will be submitted to the Exams Officer advising that verification of the candidate’s ID was unable to be completed and an Incident Report completed. TMP must inform candidates in advance of this procedure and well before their first examination.

### **Private/External Candidates**

It is not the intention at this time that TMP will accommodate private/external candidates. However should this be the case in future then private/external candidates or a transferred candidate who is not known to TMP must show photographic documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, eg a passport or photographic driving licence.