



Registered Charity 1171812

# Candidate Identification Procedure

Summary	
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Category	Exams
Authorised by	Curriculum Committee
Responsibility of	Examinations Officer
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## The Board of Trustees

The Board of Trustees has delegated approval of this policy to the Curriculum Committee and hold the SLT to account for its implementation.

## Purpose of the Procedure

The purpose of this procedure is to confirm that Connie Rothman Learning Trust:

- 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 for Internal Candidates

The identity of students on roll at Connie Rothman Learning Trust is checked as part of the initial registration process. (GR 5.6)

The process is:

- Identified by Centre staff members.

## Process to check candidate identity for Private Candidates

The identity of private candidates, not on roll at the centre but who may be accepted to take examinations, must be checked by a verification process which involves photo-ID. (GR 5.6)

At Connie Rothman Learning Trust:

- Invigilators check existing photo ID provided by candidate, such as Passport or Drivers Licence.
- Exams officer requests completed CRLT ID form, and a passport sized photograph countersigned by witness, if no photo ID held by candidate.

## Procedure detailing how the identity of all candidates sitting examinations is confirmed

Invigilators are able to establish the identity of all candidates sitting examinations by following the arrangements in place to carry out adequate checks. (ICE 16)

The arrangements at Connie Rothman Learning Trust are:

- centre candidates will be identified by senior member of staff
- private candidates will be identified by exams officer/invigilators using photo ID

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 16.6)
- 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/officer

- Through training, ensure invigilators are aware of the procedure for confirming the identity of all candidates sitting examinations (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 16.6-7)
- Prior to the beginning of the examination invigilators on those candidates with access arrangements and make them aware of the access arrangement(s) awarded (ICE 16.8)