# Candidate Identification Procedure

Summerhill School

## Candidate Identification Procedure

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| Centre name | Summerhill School |
| Centre number | 20546 |
| Date procedure first created | 10/10/2023 |
| Current procedure approved by | Tim Harris |
| Current procedure reviewed by | SLT |
| Date of review | 05/12/2025 |
| Date of next review | 05/12/2026 |

## Key staff involved in the procedure

| Role | Name |
|---|---|
| Head of centre | Tim Harris |
| Senior leader(s) | Mike Rowley (Assistant Headteacher) |
| Exams officer | Nicki Taylor |
| Other staff (if applicable) | Helena Patel (Data Manager) <br> Kevin Quirke (Assistant Headteacher: Head of Year 11) |

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 Summerhill 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 Summerhill 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 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)

## 1. Process to check candidate identity

### Internal candidates

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

The process is:

- Candidates are registered and entered for the examinations using UCI, ULN and candidate numbers.

### Private candidates

The identity of any student who has not received any tuition at Summerhill School but who may be accepted to enter examinations as a private candidate will be checked by a verification process which involves photo-ID. (GR 5.6)

At Summerhill School:

- We do not accept private candidates as part of our policy.

## 2. Procedure 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 for them to carry out adequate checks. (ICE 16)

The process at Summerhill School is:

- - A senior member of centre staff (approved by the head of centre, who has not taught the subject being examined) will be present at the start of the examination to assist with the identification of candidates.

  - Printed seating plans include candidate photographs.

  - Candidate identification cards are placed on each desk and contain key information about the candidate.

The following arrangements are also in place:

- A private or 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 or registered for the examination or assessment, e.g. a 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 or 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 or registered for the examination or 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, 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 2025/2026

(Updated) Bullet points to reflect slight wording changes in ICE 16.5

## Centre-specific changes