

The Eaglewood School

Identifying Candidates Procedure

(from 1st November 2025)

Contents:

Statement of Intent	1
Purpose of the procedure	1
Process to check candidate identity	2
Procedure detailing how the identity of all candidates sitting examinations is confirmed.....	2
Roles and responsibilities	3

Statement of intent

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 The Eaglewood 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 The Eaglewood 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)

Process to check candidate identity

Private candidates

The identity of any student who has not received any tuition at The Eaglewood School but who may be accepted to enter examinations as a private candidate will be checked using photo ID such as a passport.

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 The Eaglewood School is:

All invigilators are members of staff of the Eaglewood school so candidates should be known to them, if a candidate is not known to an invigilator the invigilator will seek confirmation from the Exams Officer or Exams Assistant or member of SLT.

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 evidence to prove that they are the same person who entered or registered for the examination or assessment, e.g. a passport (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)

Roles and responsibilities

The role of the Exams Officer/Exams Assistant

- 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 evidence to prove that they are the same person who entered or registered for the examination or assessment, e.g. passport. (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)