



# Identify Candidates Policy

## 2024/25

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Mrs Gosia Nowakowska	
Date of next review	Nov 2025

## Key staff involved in the policy

Role	Name(s)
Head of centre	Mrs Louise COWLEY
Exams Manager	Mrs Gosia Nowakowska
Senior leader(s)	Mr Maurice DIXON
	Ms Harriet BELLAMY
	Ms Fay COPPER
	Mrs Ruthann CLAY
	Mr Zaf HUSSAIN
	Mr Shaz KHAN

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 Oxford Spires Academy are managed in accordance with current requirements and regulations.

References in this procedure to GDPR and ICE refer to the JCQ publications General Regulations for Approved Centres and Instructions for conducting examinations.

### **Purpose of the procedure**

The purpose of this procedure is to confirm that Oxford Spires Academy

- 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 Oxford Spires Academy is checked as part of the initial registration process.

(GR 5.6) The process is undertaken by staff at the school.

### **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 Oxford Spires Academy:

Our policy is not to accept private candidates. However, we do allow our final year candidates an opportunity to re-sit the following year. If this is the case, they are already known to us and we follow the same procedure as we do with our internal candidates

## **2. Procedures to verify candidate identity at the time of the examination/assessment**

Invigilators are able to establish the identity of all candidates sitting examinations by following the arrangements in place to carry out adequate checks. (ICE 16.1)

The arrangements at Oxford Spires Academy are:

Before the start of all examinations the Examinations Manager, and or Deputy Head (Curriculum and Assessment) will go to each room to verify the identity of all candidates to ensure that everyone is accounted for.

We do not generally rely on invigilators to identify students. However, when necessary, as a contingency plan, a set of relevant year group photographs are provided to the invigilators.

At the time of all assessments teaching staff verify the identity of all students and complete an electronic register.

**The following measures are also in place:**

- We only accept our own private candidates (ie candidates who have only just left) so they do not need to show photographic documentary evidence to prove that they are the same person who entered/registered for the examination. We would also not accept a transferred candidate.
- We do not have issues with identifying candidates due to the wearing of religious clothing.
- Invigilators will be informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded (ICE 16.4)

**3. Roles and Responsibilities**

The role of the exams manager

- 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)
- Prior to the beginning of the examination, brief invigilators on those candidates with access arrangements and make all aware

Will provide folder with students photo and ID