



**CAISTER ACADEMY**  
*Creative Education Trust*  
School of Literature  
and Performing Arts

# Candidate Identification Procedure

Approved by:		
Name	Title	Date
Academy Council		10 October 2024

Date of last review	Reviewed by	Date of next review
10 October 2025	Emma Ingham	10 October 2026

## Candidate Identification Procedure

Centre name	Caister Academy
Centre number	18309
Date procedure first created	21/02/2024
Current procedure approved by	Academy Council
Current procedure reviewed by	Academy Council
Date of next review	

## Key staff involved in the procedure

Role	Name
Head of centre	Helen Seath
Assistant Principal Curriculum & Assessment	Lewis Sewter
Exams officer	Diane Foster
Other staff (if applicable)	Katie Makepeace

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 Caister Academy are managed in accordance with current requirements and regulations.

References in this procedure to GR 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 Caister 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 Caister Academy is checked as part of the initial registration process. (GR 5.6)

The process is:

- CTF from previous school
- Passport
- Birth Certificate

### **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 Caister Academy:

- Photo ID is required before examination entry and before entering examination room by the EO. Invigilators are informed.

## **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 Caister Academy are:

- Photographs are on desk cards.

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 16.2)
- 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 16.3)
- 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 office/officer**

- 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 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 16.2)
- 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 16.3)
- 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 16.4)

**Changes 2025/2026**

No changes applicable