

Candidate Identification Procedure

Cundall Manor School

Candidate Identification Procedure

Centre name	Cundall Manor School
Centre number	48108
Date procedure first created	13/01/2026
Current procedure approved by	Simon Weale
Current procedure reviewed by	Laura Lawrie
Date of review	13/01/2026
Date of next review	13/01/2027

Key staff involved in the procedure

Role	Name
Head of centre	Simon Weale
Senior leader(s)	Clare Stovin Ian Swannell
Exams officer	Laura Lawrie
Other staff (if applicable)	

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 Cundall Manor 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 Cundall Manor 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 Cundall Manor School is checked as part of the initial registration process. (GR 5.6)

The process is:

- Passports or relevant documentation is checked as part of the schools admissions process

Private candidates

The identity of any student who has not received any tuition at Cundall Manor 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 Cundall Manor School:

- We only accept private candidates who have previously been a pupil at the school. For example those pupils who wish to resit a GCSE at Cundall during the November series. In which case identification was checked as part of the admissions process.

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 Cundall Manor School is:

- The use of desk cards with internal candidate photographs are placed on each candidates desk. This enables invigilators to check identity.
The exams officer or a senior member of staff is also present outside the exam rooms to help identify candidates when needed.

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:

N/A

Changes 2025/2026

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

Centre-specific changes

There are no centre specific changes to the policy for 2025-26