



# **Candidate Identification Procedure**

Dronfield Henry Fanshawe School

## Candidate Identification

Centre name	Dronfield Henry Fanshawe School
Centre number	23162
Date procedure first created	19/02/2024
Current procedure approved by	Sara Gill
Current procedure reviewed by	Sara Gill
Date of review	06/10/2025
Date of next review	06/10/2026

## Key staff involved in the procedure

Role	Name
Head of centre	Martyn Cooper
Senior leader(s)	Trudie Davies
Exams officer	Sara Gill
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 Dronfield Henry Fanshawe 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 Dronfield Henry Fanshawe 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**

Internal candidates

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

The process is:

- Records from previous school
- Copy of birth certificate

### **Private Candidates**

Private candidates are not accepted at Dronfield Henry Fanshawe School.

### **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 16.5)

The process at Dronfield Henry Fanshawe School is:

Internal candidates have a student ID card which is placed on the exam desk, photographs are in all the exam boxes, 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

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)

## **Roles and responsibilities**

The role of the examinations office/officer

Through training, ensure invigilators are aware of the procedure for confirming the identity of all candidates sitting examinations (ICE 16.1)

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)