



Candidate Identification Procedure

Thriftwood School & College

Candidate Identification Procedure

Centre name	Thriftwood School & College
Centre number	16342
Date procedure first created	12/02/2024
Current procedure approved by	Simon Kyndt
Current procedure reviewed by	Kirsty Mountain
Date of review	09/12/2024
Date of next review	01/12/2025

Key staff involved in the procedure

Role	Name
Head of centre	Simon Kyndt
Senior leader(s)	Executive Headteacher - Georgina Pryke College Lead - Lisa Walker Exams Officer Line Manager - Gemma Ellis KS4 Phase Leader - Carolyn Mitchell KS5 Phase Leader - Rachael Collins
Exams officer	Kirsty Mountain
Other staff (if applicable)	English Lead: Entry Level Certificate - Carolyn Mitchell English Lead: Functional Skills & GCSE - Peter Roberts ICT Lead - Jodie Brace Mathematics Lead - Rachael Collins Options Lead - Jane O'Dell Sports Lead - James Eade

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 Thriftwood School & College 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 Thriftwood School & College:

- 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 Thriftwood School & College is checked as part of the initial registration process. (GR 5.6)

The process is:

- The majority of students move up from Thriftwood School and are already known. External students are introduced via Local Authority. All students attend transitional days and are supervised by current school staff who identify them.

Private candidates

The identity of any student who has not received any tuition at Thriftwood School & College 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 Thriftwood School & College:

- This process is not applicable as private candidates are not accepted as per centre policy

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 Thriftwood School & College is:

- All invigilators are members of staff and know the candidates however if uncertain, a senior member of centre staff (approved by the head of centre, who has not taught the subject being examined) can be available at the start of the examination to assist with the identification of candidates.

The following arrangements are also in place:

- Private, external or transferred candidates are not accepted (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 16.6)
- 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)
- Private, external or transferred candidates are not accepted (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 16.6)
- 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:

Not applicable

Changes 2024/2025

(Updated) References to sections of ICE 16 where these have been changed in ICE 2024-2025.

(Changed) Heading **Procedures to verify candidate identity at the time of the examination/assessment** to **Procedure detailing how the identity of all candidates sitting examinations is confirmed** to reflect the re-wording in ICE 16.1.

(Updated) Various bullet points to reflect slight wording changes in various sections of ICE 16.

Centre-specific changes

Centre-specific changes for 2023/24 resulting from the annual review in January 2024:

Upon review, the only centre-specific update or change is the name of the exams officer.

Centre-specific changes for 2024/25 resulting from the annual review in December 2024:

Upon review, the only centre-specific updates or changes are the names of the English Lead & ICT Lead plus the removal of a B&E Lead.