



BEDFORD
FREE SCHOOL

Identifying Candidate Procedure (Exams)

Bedford Free School

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Centre Name	Bedford Free School
Centre Number	15164
Date policy first created	20/11/2023
Current policy approved by	Jane Herron
Current policy reviewed by	Elaine Forster
Date of next review	16/2/25

Key staff involved in the procedure

Role	Name
Head of Centre	Jane Herron
Senior leader(s)	Tom Wood
Exams officer	Elaine Forster

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 Bedford Free School 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 Bedford Free School:

Exams Officer checks that all students

- verifies the identity of all students that it enters for examinations or assessments (GR 5.6)
- has processes in place to be satisfied that 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 Bedford Free School is checked as part of the initial registration process by Bedford Borough Council.

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 Bedford Free School are:

- To verify a candidate's identity – personalised photographic ID cards will be present on each exam desk for each exam as per the examination seating plan. These are individually created for each student and all details are imported from our school's information management system (SIMS).
- The Exams Officer must check that where appropriate, all candidates have a photograph.
- In cases where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. Candidates will be informed of this procedure in advance and well before their first examination. Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.

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)
- Invigilators will be informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded (ICE 16.4)

The process is:

- SLT will complete an attendance register on the playground before the exam.
- The Invigilation Team will also complete a register once the candidates have been identified and seated.

- SLT will coordinate contacting of any missing candidates and inform the Exam Officer of the outcome.

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)
- The Exams Officer must check that where appropriate, all candidates have a photograph.
- 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). This will also be explained in the Information for year 10/11 Students & Parents/Carers handbook.