

# CANDIDATES' ID VERIFICATION POLICY

## 2025/26

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
M Goulborn - Headteacher	
Date of next review	January 2027

## Key staff involved in the policy

Role	Name(s)
Head of Centre	<b>M Goulborn - Headteacher</b>
Exams Officer Line Manager (Senior Leader)	<b>S French - Deputy Headteacher</b>
Exams Officer	<b>C Mudie</b>
Senior Leader(s)	<b>L Starr – Deputy Headteacher</b> <b>S Kennedy – Assistant Deputy Headteacher</b> <b>M McGarrity – Assistant Deputy Headteacher</b>

## Purpose of the policy

The centre is committed to ensuring that the examinations and assessments management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations.

## Identifying candidates in exam rooms

On entering the exam room, a member of the College Leadership Team will check/identify candidates. Candidates are also identified by their candidate identification card which will be placed on their allocated desk which includes a photo, legal name and candidate number. For students who are taught at alternative provision centres, candidates are asked to bring in photo ID, to be available to be checked when asked.

Refer to [GR](#) (5.6, 5.9) and [ICE](#) (16)

### Exams Officer

- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded)

### Invigilators

- Follow the procedure provided by the EO which details how the identity of all candidates sitting exams will be confirmed.
- Seat candidates in exam rooms as instructed by the EO/on the seating plan