

Candidate Identification Procedure

The Hart School

Candidate Identification Procedure

Centre name	The Hart School
Centre number	30385
Date procedure first created	13/09/2023
Current procedure approved by	Jude Mahon - Vice Principal
Current procedure reviewed by	Jude Mahon - Vice Principal
Date of review	18/09/2026
Date of next review	18/09/2027

Key staff involved in the procedure

Role	**Name**
Head of centre	Rachael Sandham
Senior leader(s)	Anita Cleary, Ben Brennan, Heidi Goodall, Jude Mahon, Louisa Burnett, Nathan Lewis, Sandip Dosanjh, Shara Davies
Exams Officer	Fran Kinnstein
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 The Hart School are managed in accordance with current requirements and regulations and reflects centre practice.

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 The Hart 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 The Hart School is checked as part of the initial registration process. (GR 5.6)

The process is:

- The Hart School is aware of the importance of student identification so CTF's are thoroughly checked by the Data Team and our 2 Primary Liaison Officers are fully familiar with all new starters.

  New Starters are also supported by the Pastoral and the Safeguarding Team supported by SLT.

Private candidates

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

- Our policy is not to accept private candidates.

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 The Hart School is:

- The Hart School is aware of the importance that all invigilators can establish the identity of all candidates sitting examinations.

  The following procedures therefore apply:

  1) Members of the Hart School teaching staff will be present outside of the exam room to help monitor the students as they assemble and then enter the exam room.
  2) Enclosed within the Exam Room Stationary Box (which is given to the Lead Invigilator at the same time as the secure exam question papers on the day of the exam), is an Arbor report showing a print out of all KS4 and KS5 students photographs detailing their full legal name next to their photo.
  3) Once inside the exam room, a member of SLT (approved by the head of centre, who has not taught the subject being examined) is present to further ensure all candidates are present and correct.

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 original 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

- 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 original 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:

Not applicable

Changes effective from 1 September 2026

(Updated) Bullet points to reflect slight wording change in ICE 16.5 (original photographic documentary evidence).

Centre-specific changes

Upon review in September 2026, no additional centre-specific updates or changes were applicable to this document.