

 <small>Questions matter</small> <b>AQA</b>	 <b>City &amp; Guilds</b>	 <small>Rewarding Learning</small> <b>CCEA</b>	 <b>NCFE</b>	 <small>Oxford Cambridge and RSA</small> <b>OCR</b>	 <b>Pearson</b>	 <small>wjec cbac</small> <b>WJEC</b>
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**SOUTHLANDS**  
HIGH SCHOOL  
Endeavour for Excellence

# PROCEDURES TO IDENTIFY CANDIDATES 2025 to 2026

**JCQ – Meeting Requirements - 14**

## Candidate Identification Procedure

Centre name	Southlands High School
Centre number	46913
Date procedure first created	28/11/2025
Current procedure approved by	N Winnard
Current procedure reviewed by	N Winnard
Date of review	28/11/2025
Date of next review	28/11/2026

## Key staff involved in the procedure

Role	Name
Head of Centre	Paul Bousfield
Senior leader(s)	N Winnard A Sharples
Exams officer	Karen Bane
Other staff (if applicable)	

This procedure is reviewed and updated annually to ensure that procedures are in place to verify the identity of all candidates who are entered for examinations or assessments at Southlands High 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 Southlands High 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 Southlands High School is checked as part of the initial registration process. (GR 5.6)

The process is:

- Once an application is made the identity of the pupil is checked against information stored by LCC and their previous school.

### **Private candidates**

Southlands High School does not accept private/external candidates.

However, the identity of any student who has not received any tuition at Southlands High 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)

## **2. Procedure detailing how the identity of all candidates sitting examinations is confirmed**

Invigilators can 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 Southlands High School is:

- Check their name card against the printed seating plan and register. Once seated, pupil match the name and picture on their printed namecard located on their desk.

The following arrangements are also in place:

- To help support the identification of students the Head of Department, Pastoral Leader and A Senior Leader are present at the start of every exams to assist the EM and invigilators if there are any identification issues
- 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. 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**

### **Exams Officer**

- Ensures a procedure is in place to verify candidates
- Ensures invigilators are aware of the procedure

- Provides seating plans for exam rooms according to JCQ and awarding body requirements

**Invigilators**

- Follow the procedure for verifying candidate identity provided by the EO
- Seat candidates in exam rooms as instructed by the EO on the seating plan

**HOD / Pastoral Leader / SLT**

- To be present at the start of every exam to assist the EO and invigilators if there are any identification issues

Additional responsibilities:

Not applicable