



JAMES MARKS ACADEMY

CANDIDATE IDENTIFICATION PROCEDURE

2025-26

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 James Mark Academy 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*.

Approved/Agreed by			
Head of Centre Scott Martin	SLT Responsible Mark Reynolds	Exams Officer Alison Patel	SENDCo Ashley Purser
Date of next review		October 2026	

Purpose of the procedure

This procedure confirms that James Mark Academy:

- 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 James Mark Academy is checked as part of the initial registration process (GR 5.6).

The process is part of the admissions process, pupils must provide an original passport or birth certificate which is checked by the office manager. A copy of this is kept in the pupil's file.

Private candidates

The identity of any student who has not received any tuition at James Mark Academy 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).

This is that private candidates must provide proof of address and official photo ID before being entered for an exam.

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).

At the James Mark Academy all our invigilators are internal, candidates are already known to staff. However, if an invigilator is unable to verify the identity of a candidate, the Exams Officer or a senior member of staff will confirm their identity.

For a private, external or transferred candidate who is not known to the centre, they will be asked to show 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). This will be recorded on the seating plan.

Roles and responsibilities

Exams office/officer

- 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 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)