

Candidate Identification Process

2025/26

This procedure is reviewed annually to ensure compliance with current regulations.

Centre Name:	Orchard Mead Academy
Centre Number:	25224
Date procedures first created:	9 th February 2024
Approved by:	Subrina Johal
Review by:	Sam Lane
Date of next review:	1 st February 2027

Key staff involved in internal appeals procedures.

Role	Name(s)
Head of centre	Subrina Johal
SLT member(s)	Mrs Beatrice Finn
Exams manager	Mrs Samantha Lane
ALS Lead/SENCo	Mrs Emma Topley
Other Staff:	

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 Orchard mead 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

Purpose of the procedure

The purpose of this procedure is to confirm that Orchard Mead 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 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 Orchard Mead Academy is checked as part of the initial registration process. (GR 5.6)

The process is:

- for students that come to us from year 6 in a primary school identification has already taken place, however, for students that come to us midterm, or from abroad are identified using their birth certificate and, or passport.

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 by following the arrangements in place to carry out adequate checks. (ICE 16.1)

The arrangements at Orchard Mead Academy are:

- Student Identification labels are created within Bromcom, our MIS, this provides accurate information with a photo of the student. These are put on desks as per the seating plan for each exam, checks are made when the register is taken for each exam, and by senior leaders as the students enter the exam room.

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 16.5)
- 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/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)
- 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)