



Candidate Identification Procedure (Exams)

Document Control

Version	Author	Summary of Changes	Approved By	Date Published	Date of Review
Rev 1	CT	New Policy	GG	Sep 2025	Sep 2026
Rev 2	CV	Format changes including contents page, text justification, headers, font etc. Updated Key Staff.	RGR	Jan 2026	Jan 2027

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1. Candidate Identification Procedure

Centre name	Vega College
Centre number	11000502
Date procedure first created	September 2025
Current procedure approved by	Gill Galloway
Current procedure reviewed by	Clare Taylor
Date of review	January 2026
Date of next review	January 2027

2. Key staff involved in the procedure

Role	Name
Head of centre	Gill Galloway
Senior leader(s)	Ed Chapman, Gill Galloway, Clare Taylor
Exams officer	Clare Taylor
Other staff (if applicable)	Samuel Race Lisa Lewkowicz

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 Vega College 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**.

3. Purpose of the procedure

The purpose of this procedure is to confirm that Vega College:

- 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)

4. Process to check candidate identity

4.1 Internal candidates

- The identity of students on roll at Vega College is checked as part of the initial registration process (GR 5.6)
- Students are checked during the centre's admissions/enrolment process by parents' information and photo ID

4.2 Private candidates

- The identity of any student who has not received any tuition at Vega College, 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 Vega College:

- Our policy is not to accept private candidates

5. 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 Vega College is:

- Desk Cards with photo ID are placed on each desk The following arrangements 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. 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)

6. Roles and responsibilities

The role of the 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/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/registered for the examination/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)

- 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)