

Chace Community School

Candidate Identification Procedure

2025/26



Candidate Identification Procedure

Centre Name	Chace Community School
Centre Number	12510
Date policy first created	01/11/2024
Current policy approved by	T. Douglas
Current policy reviewed by	C Lynch
Date of next review	September 2026

Key staff involved in the procedure

Role	Name
Head of Centre	T. Douglas
Senior leader(s)	N. Slade, K. Sosin, C. Lynch, A. Roper, A. Greig, B. Terziyski, G. Sahin
Exams officer	J. Cousins
Other staff (if applicable)	J. Marshall

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 Chace Community School are managed in accordance with current requirements and regulations.

References in this procedure to GR and ICE refer to the JCQ publications **General Regulations for Approved Centres** and **Instructions for conducting examinations**.

Purpose of the procedure

The purpose of this procedure is to confirm that Chace Community 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 Chace Community School is checked as part of the initial registration process. (GR 5.6)

The process is:

- The internal admissions department liaise directly with the referrals that come from the Admissions Team at the London Borough of Enfield - they ask for proof of Identity at the time of application which is done directly through the Borough.

Private candidates

The identity of students (private candidates), not on roll at a centre but who may be accepted to take examinations, must be checked by a verification process which involves photo-ID. (GR 5.6)

At Chace Community School:

- Not applicable

2. Procedures to verify candidate identity at the time of the examination/assessment

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 Chace Community School are:

- P16 students will be identified by a member of the 6th form team prior to entering the exam room.
- For KS4 students - identity cards are printed for the examination and are placed in the candidate's desks. The Identity cards include the following information:
 - Photography (where there is an agreement), Name and Last name, Candidate number, Examination room and seat in accordance to the seating plan.

The following measures are also in place:

- 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 16.3)
- Invigilators will be informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded (ICE 16.4)

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 16.3)
- 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 16.4)

Additional responsibilities:

Changes 2025/2026

No changes applicable

Centre-specific changes

No centre-specific updates or changes are applicable at this moment