



# KING EDWARD VI CAMP HILL SCHOOL FOR BOYS

*In pursuit of educational excellence for all*

## Procedure to verify the identity of all candidates at the time of the examination or assessment

<b><i>Responsible Board</i></b>	Foundation Board & Academy Trust Board
<b><i>Policy Officer</i></b>	PAB/SN
<b><i>Date Adopted</i></b>	February 2019
<b><i>Last Review Date</i></b>	January 2023
<b><i>Next Review Date</i></b>	February 2024

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 King Edward VI Camp Hill School for Boys 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 King Edward VI Camp Hill School for Boys:

- 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 King Edward VI Camp Hill School for Boys is checked as part of the initial registration process. (GR 5.6) The process is undertaken by staff at the school.

### 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 King Edward VI Camp Hill School for Boys:

Our policy is not to accept private candidates. However, we do allow our final year candidates an opportunity to re-sit the following year. If this is the case, they are already known to us and we follow the same procedure as we do with our internal candidates

## 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 King Edward VI Camp Hill School for Boys are:

Before the start of all examinations the Examinations Officer, and or Deputy Head (Curriculum and Assessment) will go to each room to verify the identity of all candidates to ensure that everyone is accounted for.

They do not generally rely on invigilators to identify students. However, when necessary, as a contingency plan, a set of relevant year group photographs are provided to the invigilators.

At the time of all assessments teaching staff verify the identity of all students and complete an electronic register.

The following measures are also in place:

- We only accept our own private candidates (ie candidates who have only just left) so they do not need to show photographic documentary evidence to prove that they are the same person who entered/registered for the examination. We would also not accept a transferred candidate.
- We do not have issues with identifying candidates due to the wearing of religious clothing.
- 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)
- 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).