



Candidate Identification Procedure

Ormiston Sudbury Academy

Candidate Identification Procedure

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| Centre name | Ormiston Sudbury Academy |
| Centre number | 19347 |
| Date procedure first created | 28/02/2025 |
| Current procedure approved by | Mr Mike Robin |
| Current procedure reviewed by | Mr Mike Robin |
| Date of review | 23/04/2026 |
| Date of next review | 01/10/2026 |

Key staff involved in the procedure

| Role | Name |
|-----------------------------|---|
| Head of centre | Mrs Sally Morris |
| Senior leader(s) | Mr Dominic Howkins - Vice Principal Mrs Emma Price - Vice Principal Mr Leo Cox - Assistant Principal Mr Mike Robin - Assistant Principal |
| Exams officer | Miss Kirsty Phillips |
| Other staff (if applicable) | |

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 Ormiston Sudbury 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 Ormiston Sudbury 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 Ormiston Sudbury Academy is checked as part of the initial registration process. (GR 5.6)

The process is:

- through interviews with students at feeder primary schools, when students transfer from Yr6 to Yr7
- if candidates join during the year, passport identification, if possible

Private candidates

The identity of any student who has not received any tuition at Ormiston Sudbury 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)

At Ormiston Sudbury Academy:

- this process is not applicable as it is this centres policy not to accept private candidates

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 in accordance with this procedure and by following the arrangements in place for them to carry out adequate checks. (ICE 16)

The process at Ormiston Sudbury Academy is:

- names desk cards on exam desks
- copies of internal candidate photographs are in the main exam rooms
- a senior member of centre staff (approved by the head of centre, who has not taught the subject being examined) will be present at the start of the examination to assist with the identification of candidates

The following arrangements are also in place:

- A private or 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 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)

3. 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 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)

Additional responsibilities:

Not applicable

Changes 2025/2026

(Updated) Bullet points to reflect slight wording changes in ICE 16.5

Centre-specific changes

Upon review in 2026, no centre-specific updates or changes were applicable to this document.