



# **Candidate Identification Procedure (2025-2026)**

Esher CofE High School

## Candidate Identification Procedure (2025-2026)

Centre name	Esher CofE High School
Centre number	64695
Date procedure first created	30/11/2023
Current procedure approved by	Miss J Turner, Assistant Headteacher
Current procedure reviewed by	Ms N Davis, Exams Officer
Date of review	23/10/2025
Date of next review	13/11/2026

### Key staff involved in the procedure

Role	Name
Head of centre	Mr A King, Headteacher
Senior leader(s)	Miss J Turner, Assistant Headteacher
Exams officer	Mrs N Davis
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 Esher CofE High School 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 Esher CofE High 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 Esher CofE High School is checked as part of the initial registration process. (GR 5.6)

The process is:

- Students to arrive at the tennis courts outside the sports hall at least 10 minutes before the start of the exam.  
HOD or SLT to make sure that all students taking an exam meet at the tennis courts.  
Students should be familiar with the seating plan before they enter the exam rooms.  
Each student will have a photo ID with their name and their unique candidate number on their desk.  
Specific seating arrangements for exams are created.  
Invigilators can visually verify the students identity and check their photo ID.  
Invigilators can cross-reference seating plans with students lists.

### **Private candidates**

The identity of any student who has not received any tuition at Esher CofE High School 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 Esher CofE High School:

- Our policy is to not 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 Esher CofE High School is:

- At the beginning of each exam a member of the schools Senior Leadership Team of Head of Year 11 are present to identify candidates entering the exam rooms (they will do this from outside the exam hall).  
Each student will have a photo ID with their name and their unique candidate number on their desk.  
Invigilators can visually verify the students identity and check their photo ID.  
Specific seating arrangements for exams are created.  
Invigilators can cross-reference seating plans with students lists

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:**

Invigilators are briefed on all candidates with access arrangements and made aware of the access arrangements awarded.

## **Changes 2025/2026**

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

### **Centre-specific changes**

Upon Review November 2024 -EO name updated.

ReviewNov 2025 - no centre-specific changes.