



CANDIDATE IDENTITY PROCEDURE

2025/26

This plan is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Mrs C Lancaster Exams Officer	
Date of next review	January 2027

Key staff involved in the plan

Role	Name(s)
Head of centre	Mrs L Fielden
Exams officer line manager (Senior leader)	Mr A Keefe
Exams officer	Mrs C Lancaster
ALS lead/SENCo	Mrs H Kellow
Senior leader(s)	Mrs C George Miss A Yates Mrs H Dakin Mrs E Robertson Mr A Keefe Mrs H Kellow
Invigilators	2025/2026 Invigilation Team
Head and Assistant Head of Year 11	Mr P Wooff Mrs J Larkin

Contents

1. Purpose of the procedure	3
2. Candidate Identity Procedure	3
3. Roles and Responsibilities	4

1. Purpose of the procedure

The purpose of this procedure is to confirm that Bowland High:

- 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)

2. Candidate Identification Procedure

- A member of the Senior Leaders / CTLs / (SLT) and/or Head of Year 11 will be present to establish the identity of all the candidates upon entry to the exam room and will complete the exam register to ensure that each candidate is seated in the correct seat as per the seating plan.
- A full list of candidates, a seating plan and attendance register will be available in each exam room.
- A photographic record of all internal candidates sitting examinations will be available in the main examination room. This enables the invigilating staff to confirm the identity of candidates if required.
- SEND candidates sitting their examinations under separate invigilation are known to the staff conducting the examinations and therefore no photographic record is required.
- A private/external or transferred candidate who is not known to the school or college must show photographic documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence.
- In cases 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 and asked to remove the religious clothing for identification purposes. The school will inform candidates in advance of this procedure.

Refer to [GR](#) (sections 5.6, 5.9) and [ICE](#) (section 16)

3. Roles and responsibilities

Exams officer

- Ensures a procedure is in place detailing how the identity of all candidates sitting examinations is confirmed
- Through training, ensure invigilators are aware of the procedure for confirming the identity of all candidates sitting examinations (ICE 16.1)
- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded)
- 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)

Invigilators

- Follow the procedure for verifying candidate identity provided by the EO
- Seat candidates in exam rooms as instructed by the EO/on the seating plan

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 Bowland High 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**.