Exam Candidate Identification Procedure

LEADERSHIP RESPONSIBILITY: M HAZEL

DATE: FEBRUARY 2026

REVIEW DUE: FEBRUARY 2027

INTERIM HEADTEACHER NICK BUTLER

Signed: 

Exam Candidate Identification Procedure

Candidate Identification Procedure

Centre Name	Bridge Learning Campus
Centre Number	50609
Date policy first created	27/11/2023
Current policy approved by	Senior Leadership Team
Current policy reviewed by	Senior Leadership Team
Date of next review	21.01.2027

Key staff involved in the procedure

Role	**Name**
Head of Centre	Nick Butler
Senior leader(s)	Marie Hazel
Exams officer	Kevin Hough/Helen Osborne
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 Bridge Learning Campus 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**.

Exam Candidate Identification Procedure

Purpose of the Procedure

The purpose of this procedure is to confirm that Bridge Learning Campus:

- verifies the identity of all students that it enters for examinations or assessments (GR 5.6)
- has processes in place to be satisfied that 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 Bridge Learning Campus is checked as part of the initial registration process. (GR 5.6)

The process is:

- The identity of a student is checked by either Birth Certificated or Passport. When students start at Bridge Learning Campus, an updated photograph of them is taken and uploaded to Arbor.

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 Bridge Learning Campus:

- Our policy is 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 by following the arrangements in place to carry out adequate checks. (ICE 16)

The arrangements at Bridge Learning Campus are:

- Candidate labels are used for internal candidates. Candidate labels have photographs of the students on them. If this is not available or if it is deemed necessary, a senior member of Centre staff (approved by the Head of Centre and 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 measures are also in place:

- A private/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/registered for the examination/assessment, e.g. passport or photographic driving license (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. Centres must inform candidates in advance of this procedure and well before their first examination. Once identification has been established, the candidates should replace, for example their veil and proceed as normal to sit the examination (ICE 16.6 & ICE 16.7)
- 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/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/registered for the examination/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)

- 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: Head of Centre references

Centre-Specific Changes

None