

# Candidate Identification Procedure



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## Candidate Identification Procedure

Centre name	The Bridge Easton
Centre number	926/7008
Date policy first created	20.02.2025
Current policy approved by	Natalie Does
Current policy reviewed by	Hannah Middleditch
Date of review	18.11.2025
Date of next review	20.02.2026

## Key staff involved in the procedure

Role	Name
Head of Centre	Natalie Does
Senior Leader(s)	William Turnpenny, Claire Greengrass & Lucy Leaford
Exams Officer	Hannah Middleditch
SENCo (or equivalent role)	Claire Greengrass
Other staff (if applicable) N/A	

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 The Bridge Easton 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**.

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## Purpose of the procedure

The purpose of this procedure is to confirm that The Bridge Easton 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 The Bridge Easton School is checked as part of the initial registration process (GR 5.6).

The process is:

- The centre is small and all students are personally known to all staff. As part of initial on-roll procedures identity is checked through collection of information seen on the birth certificate.

### Private candidates

The identity of any student who has not received any tuition at The Bridge Easton 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 The Bridge Easton School:

- It is the centre policy not to take any private examination 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 The Bridge Easton School is:

- A senior member of the centre staff who has not taught the subject being examined will be present at the start of the examination to assist with 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)

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### 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:

We are a no phone school and all student phones are handed in the staff on arrival.

#### Changes 2025/2026

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

#### Centre-specific changes

As above.