



**Sibford**  
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## **Candidate Identification Procedure**

Sibford School

## Candidate Identification Procedure

|                               |                |
|-------------------------------|----------------|
| Centre name                   | Sibford School |
| Centre number                 | 62211          |
| Date procedure first created  | 19/09/2023     |
| Current procedure approved by | Rebecca Evans  |
| Current procedure reviewed by | Sarah Lake     |
| Date of review                | 08/10/2025     |
| Date of next review           | 01/10/2026     |

## Key staff involved in the procedure

| Role                        | Name                                                     |
|-----------------------------|----------------------------------------------------------|
| Head of centre              | Rebecca Evans                                            |
| Senior leader(s)            | Jessica Boyle - Assistant Head (Academic and Operations) |
| Exams officer               | Sarah Lake                                               |
| Other staff (if applicable) | Invigilation team                                        |

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 Sibford 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 Sibford 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 Sibford School is checked as part of the initial registration process. (GR 5.6)

The process is:

- to verify the student details against those given on the application form. For UK students we require that identification is presented. If the student does not have a passport, a copy of their birth certificate is required. For overseas students valid photographic ID and a visa (where applicable) is required. These documents are copied and a copy is held on the student file.

### **Private candidates**

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

- private candidates are required to send a copy of valid photographic identification alongside their application for examinations entry. Private candidates are required to bring the original to Sibford School prior to sitting any examinations. A photograph of the candidate is taken and held in ExamsAssist to aid with identification

## **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 Sibford School is:

- the use of desk cards including candidate photographs for both internal and external 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 October 2025, the job title of Jessica Boyle has been updated. Updated information has been added about the use of photographs in ExamsAssist to aid the identification of private candidates.