

# Candidate Identification Procedure

For the attention of: All Staff  
Produced by: Group Exams Manager  
Approved by: SLT  
Date of publication: April 2023  
Date of review: March 2024





## Vision, Purpose & Values

### Our Vision

Our students will be recognised locally & nationally for their positive impact on the communities and industries in which they choose to work.

### Our Purpose

To inspire our students to gain the skills, knowledge and behaviours they need to be resilient and thrive in an ever-changing world.

### Our Values

**Excellence:** A culture of creativity, high expectations, ambition and aspiration

**Respect:** Showing fairness, courtesy and mutual respect to each other and our environment

**Integrity:** Honesty, openness and trust at the heart of College life

**Diversity:** Celebrating diversity and inclusivity as a key to our success

# Candidate Identification Procedure

## Contents

Candidate Identification Procedure .....	1
1. Key Staff Involved in the Procedure.....	4
2. Purpose of the Procedure .....	4
3. Process to Check Candidate Identity.....	4
4. Procedures to Verify Candidate Identity at the Time of the Examination/ Assessment.....	5
5. Roles and Responsibilities .....	5

## 1. Key Staff Involved in the Procedure

Role	Name
Exams officer	Kofil Chowdhury
Senior leader(s)	Roberts Disbury-Mockett
Head of centre	Gillian May
Other staff (if applicable)	Fatima Rana

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 Windsor Forest College Group 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 Centers and Instructions for conducting examinations.

## 2. Purpose of the Procedure

The purpose of this procedure is to confirm that Windsor Forest College Group

- 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)

## 3. Process to Check Candidate Identity

### Internal Candidates

The identity of students on roll at Windsor Forest College Group is checked as part of the initial registration process. (GR 5.6) The process is:

Students are asked to bring in 2 forms of Identification.

- Photographic ID.
- Proof of address.

For vocational assessment, students often need to also show their professional membership or prerequisite qualification

## 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)

## 4. Procedures to Verify Candidate Identity at the Time of the Examination/ Assessment

Invigilators can establish the identity of all candidates sitting examinations by following the arrangements in place to carry out adequate checks. (ICE 16.1)

The arrangements at Windsor Forest colleges group are:

- The Lead Invigilator will be given a pack on the day of the exam, which will contain desk cards, attendance sheets, seat allocation and a seating plan. Upon entry to the examination room all students must have their college ID's around their necks and show it to the invigilators at the door. When completing the attendance record the invigilator must ensure that the Photo ID matches with the desk card information.

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 licence (ICE 16.2)
- 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 16.3)
- Invigilators will be informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded (ICE 16.4)

## 5. Roles and Responsibilities

### The role of the exams office/officer

- Through training, ensure invigilators are aware of the procedures for verifying the identity of all candidates at the time of the examination or assessment (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 16.2)

- 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 16.3)
- 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 16.4).