



Candidate Identification Policy

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Prepared: M Thulbourn March 2025

Verified: V Wiles

Approved: E Gaunt

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New Policy March 2025

Candidate Identification Procedure

Centre name	Thomas Deacon Academy
Centre number	22321
Date procedure first created	March 2025
Current procedure approved by	Vicki Wiles
Current procedure reviewed by	Emily Gaunt
Date of review	March 2025
Date of next review	March 2026

Key staff involved in the procedure

Role	Name
Head of centre	Emily Gaunt
Senior leader(s)	Vicki Wiles
Exams officer	Margaret Thulbourn
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 Thomas Deacon Academy 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 Thomas Deacon Academy:

- 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 Thomas Deacon Academy is checked as part of the initial registration process. (GR 5.6)

The process is:

- Students are initially required to provide copies of their Passport, birth certificate and proof of address. Students are also asked to show original documents

Private candidates

The identity of any student who has not received any tuition at Thomas Deacon Academy 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 Thomas Deacon Academy:

- Any external candidates will be required to bring photo ID such as their passport/driving license to show to an invigilator before entering the exam room.

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 Thomas Deacon Academy is:

- All candidates will have a candidate card visible on their desk showing candidate name and candidate number plus a photo of the candidate. This will be checked on taking the attendance by the invigilator
- An exception is when there is a practical exam or BTEC written exam – invigilators will be provided with a print out of candidate labels showing photo, candidate name, candidate number and exam number. This will be checked on taking attendance

The following arrangements 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. 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/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:

Any students who do not have a photo on their candidate card must have their identity confirmed by a member of SLT, Tutor or Teaching staff to whom the student is known.

Centre-specific changes

New policy as TDA now use a new MIS system. This enables the centre to produce photos on each candidate card