



Candidate Identification Procedure

Queensbury Special School

Candidate Identification Procedure

Centre Name	Queensbury Special School
Centre Number	20222
Date policy first created	17/10/2023
Current policy approved by	Mr C. Wilson
Current policy reviewed by	Sarah wolverson
Date of next review	23/10/2024

Key staff involved in the procedure

Role	Name
Head of Centre	Mr C. Wilson
Senior leader(s)	Mr C. Wilson, Executive Head . Mrs Sherree Watkins, Head of School & KS4. Mrs Bushra Adnan, Associate Head of KS5, Mr Adam Kearns, Associate Head of KS3, Mr. Nisar Khan, DSL, Mr M Ali, Director of Learning, Mrs L Weston, Director of Learning, Ms H Dyer, Director of Learning, Ms M Brown, Advanced Teaching & Learning Coach
Exams officer	Sarah Wolverson
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 Queensbury Special School 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**.

Purpose of the procedure

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

The process is:

- Students are required to have an EHCP prior to attending Queensbury School. Students identification is verified by the Local Authority as part of the process of issuing an EHCP

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 Queensbury Special School:

- Our policy is not to accept private candidates

2. Procedures to verify candidate identity at the time of the examination/assessment

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

The arrangements at Queensbury Special School are:

- use of desk cards with internal candidate photographs and legal names are used. As the cohort is small and our invigilation team are all Queensbury Staff all students are known to all staff.

The following measures are also in place:

- Our policy is not to accept private/external candidates so identification is not required. Late transferred students will be identified by the photographs on their EHCP
- 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)

3. 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)

- Our policy is not to accept private/external candidates so identification is not required. Late transferred students will be identified by the photographs on their EHCP prior to the examination
- 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)

Additional responsibilities:

Not applicable

Changes 2023/2024

No changes applicable

Centre-specific changes

Upon review in October 2023, no centre-specific updates or changes were applicable to this document