Candidate Identification Procedure

Queensbury Special School

Candidate Identification Procedure

Centre name	Queensbury Special School
Centre number	20222
Date procedure first created	17/10/2023
Current procedure approved by	Mr C. Wilson
Current procedure reviewed by	Sarah wolverson
Date of review	30/09/2026
Date of next review	01/10/2027

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. Mrs Bushra Adnan, Head of Post 16, Mr Adam Kearns, Associate Head of School, Mr. Nisar Khan, DSL & Pastoral Manager,Ms M Brown, Teaching & Learning Lead, Mr M Ali, Director of Learning, Mrs L Weston, Director of Learning, Ms H Dyer, Director of Learning, Ms S Ballinger, Director of Learning, Inclusion, Mrs J Seager, Director of Learning, SenDCo
Exams Manager	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 and reflects centre practice.

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 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 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.

  Queensbury do not take private candidates, therfore no further identification from external students is required

Private candidates

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

- Our policy is not to accept private 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 Queensbury Special School is:

- use of desk cards with internal candidate photographs and legal names are used. As the cohort is small (under 20 candidates) and our invigilation team are all Queensbury Staff all students are known to all staff. A copy of these identification photographs will be available to all invigilators, stored with ICE copy, this copy will also identify individual access arrangements

The following arrangements 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/paperwork from their local City Council
- 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

- Through training, ensure invigilators are aware of the procedure for confirming the identity of all candidates sitting examinations (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 16.6-7)
- 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 effective from 1 September 2026

(Updated) Bullet points to reflect slight wording change in ICE 16.5 (original photographic documentary evidence).

Centre-specific changes

No centre specific changes were made for 2026/2027