



Chipping Sodbury School

Student Identification Procedure

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| Approved by | CSS Governors |
| Approved on | 20 th January 2026 |
| Review date | January 2027 |
| Linked policies | |

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 Chipping Sodbury 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 Chipping Sodbury School:

- verifies the identity of all students that it enters for examinations or assessments
- has processes in place to be satisfied that that all candidate identities have been checked
- has written procedures in place to verify the identity of all candidates at the time of the examination or assessment

1. Process to check candidate identity

Internal candidates

The identity of students on roll at Chipping Sodbury School is checked as part of the initial registration process. Students/parents supply all necessary documents including birth certificate.

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. At Chipping Sodbury School, the only private candidates that are entered are former students, so they are all known to the SLT team.

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.. Students have desk cards on their desks with their details as well as photographs of all students in placed in exam's box.

During the exams, members of SLT are available at the start of each examination to help identify students and instill discipline. In the main exam room box and main access arrangements room box, there is a copy of photographs of all students, in case further identification by invigilators was needed.

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. 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. Invigilators will be informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded.

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.
- 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.
- 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.

- 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

Changes 2025/2026

Bullet points to reflect slight wording changes in ICE 16.5