



"Let us remember we are in the presence of God"

Candidate Identification Procedure

St Margaret Ward Catholic Academy

Candidate Identification Procedure

Centre name	St Margaret Ward Catholic Academy
Centre number	30560
Date procedure first created	03/10/2023
Current procedure approved by	Paul Johnson
Current procedure reviewed by	Sarah Skinner
Date of review	15/10/2025
Date of next review	01/10/2026

Key staff involved in the procedure

Role	Name
Head of centre	Mr Dominic McKenna
Senior leader(s)	Mr P Johnson, Mr M Dodd, Mrs A Poole, Mrs R Munden, Mr S Jones, Mrs S Bennion, Mrs K McGough
Exams officer	Sarah Skinner
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 St Margaret Ward Catholic 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 St Margaret Ward Catholic 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 St Margaret Ward Catholic Academy is checked as part of the initial registration process. (GR 5.6)

The process is:

- CTFs from previous school and forms completed by parent/s. Students coming directly from overseas provide their passport.

Private candidates

The identity of any student who has not received any tuition at St Margaret Ward Catholic 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 St Margaret Ward Catholic Academy:

- we only accept private candidates that were previous students at the school. Identification is undertaken through their photo on SIMS and/or photo ID.

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 St Margaret Ward Catholic Academy is:

- the use of desk cards with photos. These are checked by the invigilation team as soon as the exam has started.

The following arrangements are also in place:

- Private candidates have a desk card with photo that can be checked against.
- 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 or 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 or registered for the examination or 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 16.6-7)
- 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:

Changes 2025/2026

(Updated) Bullet points to reflect slight wording changes in ICE 16.5

Centre-specific changes