



THE  
**ADEYFIELD ACADEMY**

Longlands, Hemel Hempstead, Hertfordshire HP2 4DE  
t: 01442 406020 f: 01442 406025  
e: [admin@adeyfield.herts.sch.uk](mailto:admin@adeyfield.herts.sch.uk)  
[www.adeyfield.herts.sch.uk](http://www.adeyfield.herts.sch.uk)

# Identifying candidates Procedure

**Date:** September 2023  
**Review Date:** September 2024  
**Co-ordinator:** Mr A Hoque

Signed by..... Dawn Mason (Principal)

Signed by..... Kim Bristow (Chair of Governors)

## **1. Purpose of the procedure**

The purpose of this procedure is to confirm that The Adeyfield Academy:

- verifies the identity of all candidates 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)

## **2. Process to check candidate identity**

### **2.1. Internal candidates**

The identity of students on roll at The Adeyfield Academy is checked as part of the initial registration process. (GR 5.6)

### **2.2. Verifying Candidate Identity Procedure**

The identity of 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 The Adeyfield Academy, our policy is not to accept private candidates

- 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 The Adeyfield Academy are:
  - Photo ID candidate cards on desks
  - SLT/Head of year to identify students before they enter the exam room
- 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 to agree a culturally sensitive means of identification (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)
- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan)

## **3. Roles and Responsibilities**

### **3.1. 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)
- 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 to agree a culturally sensitive means of

identification and that once identification has been established, the candidate should 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)