THE

ADEYFIELD ACADEMY

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Candidate Identification Procedure

Date: **October 2026**

Review Date: **September 2027**

Co-ordinator: **Mr A Hoque**

Signed by……..……. Dawn Mason (Headteacher)

Signed by…….…….. Leanne Stokoe (Chair of Governors)

1. Purpose

- The purpose of this procedure is to confirm that Adeyfield Academy:
- verifies the identity of all students that it enters for examinations or assessments
- has processes in place to be satisfied 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

2. Process to Check Candidate Identity

Internal Candidates

- The identity of students on roll at Adeyfield Academy is checked as part of the initial registration process.
- Candidates will ensure that they have their candidate cards on clear display, on their examination desks

3. 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.
- The following arrangements are also in place:
- 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

4. 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
- 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