

# Candidate Identification Procedure

Medina College

## Candidate Identification Procedure

Centre name	Medina College
Centre number	59022
Date procedure first created	03/10/2025
Current procedure approved by	Head of Centre
Current procedure reviewed by	Director of Progress and Attainment
Date of review	03/10/2025
Date of next review	03/10/2026

## Key staff involved in the procedure

Role	Name
Head of centre	Head of Centre
Senior leader(s)	Director of Progress and Attainment
Exams officer	Exams Officer
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 Medina College 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 Medina College:

- 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 Medina College is checked as part of the initial registration process. (GR 5.6)

The process is:

- The Local Education Authority (LEA) Isle of Wight Council will notify schools of year 7 admissions and details. Parents/ Carers are contacted by the school. An Admissions form is completed. Primary School will also send through a CTF with student details. Data collection sheet issued annually, to correct and update details held on MIS system. Exam entries are made using the details on the MIS system.

### **Private candidates**

The identity of any student who has not received any tuition at Medina College 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 Medina College:

- Candidates are asked to complete a Private Candidate Entry Form with all personal details and details of examination being taken, photographic proof of identification is asked for in the form of driving license or passport. Evidence is retained on file.

## **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 Medina College is:

- Candidate photo ID cards are placed on the desks, in accordance to the seating plan, prior to candidates entering the exam room. Once the exam has started the invigilator will use the cards when completing the attendance register. There is also a full photo ID list of all students in the exam room should an ID card be

missing.

The following arrangements are also in place:

- A private or 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 or registered for the examination or assessment, e.g. a passport or photographic driving licence (ICE 16.5)
- 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:

Not applicable.

#### **Changes 2025/2026**

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

#### **Centre-specific changes**

No changes.