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Twynham TGS Exams:

Candidate Identification Procedure

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Centre Name	Twynham & The Grange School
Centre Number	55209 (TS) & 55203 (TGS)
Date procedure first created	14/10/2026
Current procedure approved by	Cath Swart
Current procedure reviewed by	Rebecca Ricketts
Date of next review	01/11/2027

Key staff involved in the procedure

Role	**Name**
Head of Centre	Kate Ball / Laura Concar
Senior leader(s)	Cath Swart
Exams manager/officer	Rebecca Ricketts

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 Twynham TGS are managed in accordance with current requirements and regulations and reflects centre practice.

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 Twynham TGS:

- verifies the identity of all students 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)

Process to check candidate identity

Internal candidates

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

The process is:

- The identity of students on roll at Twynham Learning Secondary schools is checked as part of the initial registration process
- Local Education Authority will notify school of Year 7 admissions and details
- Parents/Carers are contacted by the school. Admissions form is completed
- Primary School may also send through student details
- Data collection sheet issued annually, to correct and update details held on Arbor Exam entries are made using the details on the MIS system.

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. (GR 5.6) At Twynham TGS:

- Candidate must provide proof of address and photo ID before being entered for an exam

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 arrangements at Twynham TGS are:

- All candidates will be able to be identified by photographic registers.
  Where an Invigilator is used who does not know all of the Students then one of the Exam Officers or a Senior member of staff (approved by the Head of Centre) and who has not taught the subject being examined) will be present at the start of an examination to assist with the identification of candidates All external candidates will be given a visitors ID which is used as photographic evidence.

The following measures 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)

Roles and Responsibilities

The role of the exams manager/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