Candidate Identification Procedure

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Statement of Equality

We have carefully considered and analysed the impact of this policy on equality and the possible implications for students with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Candidate Identification Procedure

Centre name: The Walderslade & Greenacre Schools Partnership

Centre number: 61219/61221

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 WGSP 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 WGSP:

- 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.

Process to Check Candidate Identity

Internal candidates

The identity of students on roll at WGSP is checked as part of the initial registration process.

The process is:

- Identity is checked via birth certificate and other documentation applicable ie: proof of address; NHS number; passport.

External Candidates

The identity of any student who has not received any tuition at WGSP but who may be accepted to enter examinations as an external candidate will be checked by a verification process which involves photo-ID.

At WGSP Identity is checked via birth certificate and other documentation applicable ie: proof of address; NHS number; passport.

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 WGSP is:

- All candidates have a photo ID card which is placed on their desk for the duration of the exam season. A A3 poster of all candidates' photos on the wall in each venue.
- SLT/EO will be present as the candidates enter the exam room for identification.

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 (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 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 an 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/registered for the examination/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).

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).

Equality Impact Assessment

Who is the policy or process intended for?	Students	Employees	Govs/ Trustees	Volunteers	Visitors
	☑	☑	☑	☑	☑

Status of the policy or process:	New policy or process		Existing policy or process	
	☐		☑	

Analysis				
Protected Characteristic	**Impact analysis**			**Explanation of impact analysis**
	Positive	Neutral	Negative	
Age:	☐	☑	☐	
Disability:	☐	☑	☐	
Sex:	☐	☑	☐	
Gender reassignment:	☐	☑	☐	
Race:	☐	☑	☐	
Religion or belief:	☐	☑	☐	
Sexual orientation:	☐	☑	☐	
Marriage or civil partnership:	☐	☑	☐	
Pregnancy and maternity:	☐	☑	☐	
Student groups (PP/SEN/CLA):	☐	☑	☐	
Evaluation and decision making				
Summary of action taken:				
Final decision:				