

Candidate Identification Procedure

North East Surrey Short Stay School

Candidate Identification Procedure

Centre name	North East Surrey Short Stay School
Centre number	64670
Date procedure first created	29/01/2026
Current procedure approved by	Nick Elliott
Current procedure reviewed by	Nick Elliott
Date of review	29/01/2026
Date of next review	28/01/2027

Key staff involved in the procedure

Role	Name
Head of centre	Nick Elliott
Senior leader(s)	Dan Gunn - Deputy Head Holly-Ann Stevens - Deputy Head
Exams officer	Charlene Hilden
Other staff (if applicable)	N/A

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 North East Surrey Short Stay School 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 North East Surrey Short Stay School:

- 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 North East Surrey Short Stay School is checked as part of the initial registration process. (GR 5.6)

The process is:

- Students attend initial meetings with parents/ guardians and the school obtain their CTF from their previous educational establishment. All details are cross referenced from both sources of information.

Private candidates

The identity of any student who has not received any tuition at North East Surrey Short Stay School 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 North East Surrey Short Stay School:

- Photo I.D must be provided for all private candidates. This needs to be seen prior to the first examination.

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 North East Surrey Short Stay School is:

- A senior member of centre staff (approved by the Headteacher) will be on hand to support establishing the identity of all candidates sitting examinations.

All students will be greeted by a senior member of centre staff upon arrival.

All students will be provided with an examination I.D card.

All students are well known to all staff with a PAN of 45 total.

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:

N/A

Changes 2025/2026

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

Centre-specific changes

N/A