

BLACKFRIARS ACADEMY

VERIFY CANDIDATES IDENTITY POLICY AND PROCEDURE

Reviewed Date:

November 2020

Next Review Date:

November 2021



1. The purpose of the Verify Candidates Identity Policy and Procedure is:

1.1. To document the centres procedure in identifying students taking written public examinations

1.2. To ensure the operation of an efficient identification procedure with clear and consistent guidelines for all relevant staff

2. Before the day of the examination

2.1. As a JCQ requirement candidates are required from September 2018 to have a photograph identity candidate card on their examination desk; GR 5.9. The exam support officer will ensure that these cards are in place prior to the examination and return them to the exam safe after the examination.

2.2. Students are advised they are not permitted to wear hats/caps or have hoods over their heads during examinations and they must be removed prior to the examination. Students are reminded that any Head coverings worn for religious or cultural reasons are permitted.

3. On the day of the examination

3.1. Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections are to be attempted.

3.2. Senior members of centre staff, such as an Assistant Headteacher, who have been authorised by the head of centre may be present at the start of the examination to assist with the identification of candidates.

JCQ Guidance on verification of identifying candidates can be found at:

<https://www.jcq.org.uk/exams-office/ice---instructions-for-conductingexaminations/instructions-for-conducting-examinations-2018-2019>

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by
Samantha Mitchell / Hannah Turner

Date of next review

November 2021

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