

# NORTHAMPTON SCHOOL FOR GIRLS

## Processes and Procedures

<b>Title:</b>	Candidate Identification Procedure
<b>Associated Policies and Procedures:</b>	
<b>Head of Centre</b>	Cristina Taboada-Naya
<b>Senior leader(s)</b>	Abigail Boddy (Deputy Headteacher) Abigail Bell (Assistant Headteacher)
<b>Exams officer</b>	Jenny Legg
<b>SENCo (or equivalent role)</b>	Julia Smallman (Lead for SEND and Inclusion)
<b>1</b>	<b>Purpose of the procedures</b>
	<p>The purpose of these procedures is to confirm that Northampton School for Girls:</p> <ul style="list-style-type: none"> <li>• Verifies the identity of all students that it enters for examinations or assessments (GR 5.6)</li> <li>• Has processes in place to be satisfied that all candidate identities have been checked (GR 5.6)</li> <li>• Has written procedures in place to verify the identity of all candidates at the time of the examination or assessment (GR 5.9)</li> </ul>
<b>2.</b>	<b>Process to check candidate identity</b>
	<p>Internal candidates</p> <p>The identity of students on roll at Northampton School for Girls is checked as part of the initial registration process (GR 5.6).</p> <p><b>The process is:</b></p> <ul style="list-style-type: none"> <li>• The identity of all students is cross referenced during the electronic process of enrolment including through the use of URL and ULN. Checks as part of the registration also include name and Date of Birth (DoB) verification.</li> </ul> <p><b>Private candidates</b></p> <p>The identity of any student who has not received any tuition at Northampton School for Girls, 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).</p> <p><b>At Northampton School for Girls:</b></p> <p>We do not accept private candidates unless they have previously been enrolled at Northampton School for Girls as students.</p>

<b>3.</b>	<b>Procedure detailing how the identity of all candidates sitting examinations is confirmed</b>
	<p>Invigilators are able to establish the identity of all candidates sitting examinations in accordance with these procedures and by following the arrangements in place for them to carry out adequate checks (ICE 16).</p> <p><b>The process at Northampton School for Girls is:</b></p> <ul style="list-style-type: none"> <li>secured by the use of desk cards, internal candidate photographs with a senior member of centre staff (approved by the Head of Centre, who has not taught the subject being examined) present at the start of the examination to assist with the smooth running of the identification process.</li> </ul> <p><b>The following arrangements are also in place:</b></p> <ul style="list-style-type: none"> <li>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)</li> <li>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).</li> <li>Invigilators will be informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded (ICE 16.8).</li> </ul>
<b>4.</b>	<b>Roles and responsibilities</b>
	<p><b>The role of the Examinations Office/Officer</b></p> <ul style="list-style-type: none"> <li>Through training, ensure invigilators are aware of the procedure for confirming the identity of all candidates sitting examinations (ICE 16.1).</li> <li>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)</li> <li>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).</li> <li>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).</li> </ul>
<b>5.</b>	<b>Monitoring and Review</b>
	<p>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 Northampton School for Girls are managed in accordance with current requirements and regulations.</p>

References in this procedure to GR and ICE refer to the JCQ documents <b>General Regulations for Approved Centres</b> and <b>Instructions for conducting examinations</b> .
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