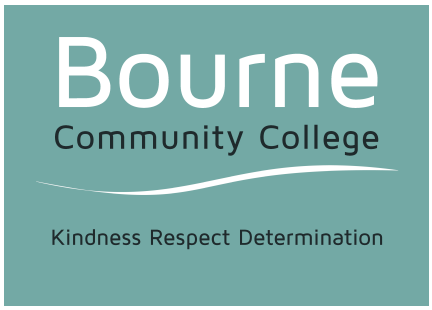

Candidate Identification Procedure 2026/7

Bourne Community College

Candidate Identification Procedure 2026/7

Centre name	Bourne Community College
Centre number	65431
Date procedure first created	26/11/2024
Current procedure approved by	Mrs. A. Sharma
Current procedure reviewed by	Mr. J. Cariou
Date of review	01/07/2026
Date of next review	01/07/2027

Key staff involved in the procedure

Role	**Name**
Head of centre	Mrs. A. Sharma
Senior leader(s)	Mr. J. Cariou
Exams officer	Mr. T. Willis
Other staff (if applicable)	

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 Bourne Community College 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 Bourne Community College :

- 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 Bourne Community College is checked as part of the initial registration process. (GR 5.6)

The process is:

- Candidates are to arrive in the courtyard outside the exam hall and gym at least fifteeen minutes before the start of the exam. All Bourne community college students will sit their exam in full school uniform.

  The Leader of year 11 and SLT staff will make sure that all students taking an exam will meet in the courtyard. Candidates should be familiar with the seating plan before they enter the exam rooms.

  SLT and Leader of year 11 will be at the entrance to the exam rooms to visually identify candidates and support invigilators in cross-referencing students identity on the seating plan and exam registers.

  Exam labels with photographic identification containing student name, photo and exam candidate number will be on each exam desk which corresponds with the room seating plan.

Private candidates

The identity of any student who has not received any tuition at Bourne Community College 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 Bourne Community College :

- Candidates are required to sign in at reception and are given photographic ID which is checked by the Exams Officer against their initial application.

  All candidates are collected by the Exams Officer and escorted to their exam room. ID is to be displayed on the candidates desk.

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 Bourne Community College is:

- SLT and Leader of year 11 will be at the entrance to the exam rooms to visually identify candidates and support invigilators in cross-referencing students identity on the seating plan and exam registers.

  Exam labels with photographic identification containing student name, photo and exam candidate number will be on each exam desk which corresponds with the room seating plan.

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:

Not applicable

Changes 2025/2026

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

Centre-specific changes

No centre-specific updates are applicable at this time.