



# **Candidate ID Procedure (Exams)**

Oakfield Short Stay School

## Candidate ID Procedure (Exams)

|                               |                                    |
|-------------------------------|------------------------------------|
| Centre name                   | Oakfield Short Stay School         |
| Centre number                 | 25370                              |
| Date procedure first created  | 24/02/2026                         |
| Current procedure approved by | Victoria Edwards                   |
| Current procedure reviewed by | Victoria Edwards / Victoria Palmer |
| Date of review                | 10/09/2026                         |
| Date of next review           | 30/09/2027                         |

## Key staff involved in the procedure

| Role                        | Name                           |
|-----------------------------|--------------------------------|
| Head of centre              | Victoria Edwards               |
| Senior leader(s)            | Richard Doyle - Head of Centre |
| Exams officer               | Victoria Palmer                |
| Other staff (if applicable) | Invigilators                   |

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 Oakfield 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 Oakfield 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 Oakfield Short Stay School is checked as part of the initial registration process. (GR 5.6)

The process is:

- On admission to Oakfield School under a dual registration arrangement:
  - the other (main) school must transfer the pupil's CTF file for us to upload into our MIS

On admission to Oakfield School where we are to be the sole school:

- The excluding school must transfer the pupil's CTF file for us to upload into our MIS

If pupils do not have a photograph as part of the files transferred, site staff must ensure that a photo is taken of the pupil and uploaded into Arbor as part of their induction into Oakfield School.

We recognise that the majority of our pupils are from economically deprived backgrounds and do not have formal ID, such as a passport.

### Private candidates

The identity of any student who has not received any tuition at Oakfield 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 Oakfield Short Stay School:

- External candidates will have to provide photo ID (e.g. a passport or driving licence) and a proof of address before we can register them for any examinations.

## 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 Oakfield Short Stay School is:

- Each candidate will be issued with a lanyard and ID card to be worn during exams which contains their name, photograph, and candidate number.

Invigilators will be responsible for checking student ID against the person wearing it when they arrive; before they enter the exam room.

Candidates must hand in their ID card and lanyard to a member of staff when they exit the exam room on completion of their exam.

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:

None

**Changes 2025/2026**

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

**Centre-specific changes**

None