



# **Candidate Identification Procedure**

Southend High School for Girls

## Candidate Identification Procedure

Centre name	Southend High School for Girls
Centre number	16607
Date procedure first created	15/11/2023
Current procedure approved by	Governors
Current procedure reviewed by	Lesley McFee; Helen Riebold and Jason Carey
Date of review	01/12/2025
Date of next review	01/12/2026

## Key staff involved in the procedure

Role	Name
Head of centre	Jason Carey
Senior leader(s)	Jason Carey; Helen Riebold; Penny Bowman; Anna Leman; Isobel Boyson; Rebecca McMahon and Robert Prior
Exams officer	Lesley McFee
Other staff (if applicable)	Not 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 Southend High School for Girls 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 Southend High School for Girls:

- 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 Southend High School for Girls is checked as part of the initial registration process. (GR 5.6)

The process is:

- Students (including transferred students and managed moves) are required to provide identification e.g. full birth certificate; passport and a recent proof of address (within the last 3 months) as part of the registration/admission process when they join the school.

### **Private candidates**

The identity of any student who has not received any tuition at Southend High 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)

At Southend High School for Girls:

- Our policy is not to accept private candidates who have not previously been a student at the school.

SHSG Alumni candidates (referred to as private candidates in this policy) who are known to the school are requested to provide photographic identification prior to making entries, which they are required to bring with them on the day/s of their 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 Southend High School for Girls is:

- A senior member of staff (approved by the head of centre, who has not taught the subject being examined) and Head of Year (approved by the head of centre, who has not taught the subject being examined) and/or Pastoral Support Officer (approved by the head of centre) will be present at the start of the examination to assist with the identification of candidates.

In addition the Lead Invigilator will have a folder containing photos of students to identify candidates sitting examinations.

The following arrangements are also in place:

- Our policy is not to accept private candidates who have not previously been a student at the school. SHSG Alumni candidates (referred to as private candidates in this policy) who are known to the school are requested to provide photographic identification prior to making entries, which they are required to bring with them on the day/s of their examinations.

- 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)
- Our policy is not to accept private candidates who have not previously been a student at the school. SHSG Alumni candidates (referred to as private candidates in this policy) who are known to the school are requested to provide photographic identification prior to making entries, which they are required to bring with them on the day/s of their examinations.
- 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**

Upon review in December 2025, no centre-specific updates or changes were applicable to this policy.

As explained above, our policy is not to accept private candidates who have not previously been a student at the school.