



Bexhill
Academy

Procedures to Identify Candidates

Adopted: January 2025
Next Review: January 2026
Reviewed by: Mr F Tumi

Date	Changes	Page number
Jan 25	Changes made as per JCQ updates	

Key staff involved in the policy

Role	Name
Exams officer	Mrs Heynes
Senior leader	Mr Tumi
Head of centre	Dr Neal

Purpose of the plan

This plan outlines procedures put in place to identify candidates sitting exams at Bexhill Academy.

Private Candidates

The Centre accepts transferred candidates but does not accept private candidates

Internal Candidates

Reception staff

All candidates are known to centre staff. The candidates are known to reception staff which enables them to act as the first point in the identification process.

Exam assistant

A register of all candidates is taken in the Atrium prior to candidates going to the exam room. Registers are taken again once the candidates are seated – this is also part of the school safeguarding procedure.

Teaching staff

A member of SLT or centre staff is present at the entrance of each exam room and can identify candidates.

Exams officer

Ensures candidate cards are present on each exam desk. The card shows the name and a photograph of each candidate entered for the current exam.

If a candidate is wearing religious clothing the exams officer would ask them to reveal their face in a private room prior to entering the exam room.

Provides a seating plan including the legal name and candidate number for all candidates. Informs invigilators of all changes to the seating plan.

Ensures all invigilators are aware of the current JCQ regulations for identifying candidates.

Invigilators

Once the exam has started an invigilator will walk up and down and complete the JCQ required seating plan. They do this using the candidate cards, checking the identities at the same time.

“The centre agrees to... have in place written procedures to verify the identity of all candidates at the time of the examination or assessment...”

[GR 5.10]

Invigilators must establish the identity of all candidates sitting examinations.

...A transferred candidate who is not known to the school or college must show photographic documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence...

...In cases where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. Centres must inform candidates in advance of this procedure and well before their first examination.

Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.”

[ICE 9]