

## Identifying Candidates

Invigilators must establish the identity of all candidates sitting examinations.

The head of centre must make sure that appropriate arrangements are in place so that invigilators can carry out adequate checks on the identity of all candidates.

Senior members of centre staff, such as an Assistant Headteacher, who have been authorised by their head of centre may be present at the start of the examination to assist with the identification of candidates. When identifying candidates, an attendance register will be completed.

A private/external candidate or 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. a passport or photographic driving licence.

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.

Invigilators must be informed of those candidates with access arrangements and must be made aware of the access arrangement(s) awarded.

**This procedure is informed by Section 16 of the JCQ Instructions for conducting examinations.**



01274 851152



Whitcliffe Mount,  
A SHARE Academy  
Turnsteads Avenue, Cleckheaton,  
West Yorkshire BD19 3AQ



[office@whitcliffemount.co.uk](mailto:office@whitcliffemount.co.uk)



[www.whitcliffemount.co.uk](http://www.whitcliffemount.co.uk)

Valuing people, supporting personal best

**Share Multi-Academy Trust**, an exempt charity and a company limited by guarantee. Registered in England and Wales 07729878.  
**Head Office** SHARE Multi-Academy Trust, c/o Shelley College, Huddersfield Road, Shelley, Huddersfield, HD8 8NL