



Candidate Identification Procedure

Bradon Forest School

Candidate Identification Procedure

Centre name	Bradon Forest School
Centre number	66509
Date procedure first created	11/12/2023
Current procedure approved by	Mr J Kershaw
Current procedure reviewed by	Mrs S Griggs
Date of review	05/12/2025
Date of next review	05/12/2026

Key staff involved in the procedure

Role	Name
Head of centre	Mrs S Haines
Senior leader(s)	Mr J Kershaw
Exams officer	Mrs S Griggs
Other staff (if applicable)	Mrs E Ponting

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 Bradon Forest 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 Bradon Forest 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 Bradon Forest School is checked as part of the initial registration process. (GR 5.6)

The process is:

- Registration Form
CTF from Primary School

Private candidates

The identity of any student who has not received any tuition at Bradon Forest 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 Bradon Forest School:

- Not applicable

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 Bradon Forest School is:

- Desk Cards
Senior Leadership Team
Examinations Team

The following arrangements are also in place:

- Bradon Forest School does not accept private candidates
- 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)

- Bradon Forest School does not accept private candidates
- 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

Not applicable