

Ethos Academy Trust

# **Candidate Identification Procedure (for off- site/transfer candidates)**

## **2025 - 2026**

1	<b>Summary</b>	This policy stipulates the procedure to verify candidates identity at the time of examinations or assessments			
2	<b>Responsible person</b>	Invigilators / Exams Officer			
3	<b>Accountable ELT member</b>	Mel Kilner			
4	<b>Applies to</b>	Ethos College			
5	<b>Trustees and/or individuals who have overseen development of this policy</b>	N/A			
6	<b>Headteachers/Service Heads who were consulted and have given approval (if applicable)</b>	Mel Kilner			
8	<b>Ratifying committee(s) and date of final approval</b>	Head Teacher			
9	<b>Version Number</b>	1.6			
10	<b>Available on</b>	Every	Y/N	Trust Website	Y/N
				Academy Website	Y/N
				Staff Portal	Y/N
11	<b>Related documents (if applicable)</b>				
12	<b>Disseminated to</b>				
13	<b>Date of implementation (when shared)</b>				
14	<b>Date of next formal review</b>	November 2026			
15	<b>Consulted with Recognised Trade Unions</b>	N/A			

Date	Version	Action	Summary of changes
19/09/2023	1.4	No changes	
17/10/2024	1.5	No Changes	

11/11/2025	1.6	Changes to personnel	Accountable person and Headteacher name changed to Mel Kilner
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Ethos College complies with the requirement to have procedures in place to verify the identity of candidates at the time of the examination/assessment.

*"The centre will... have in place written procedures to verify the identity of all candidates at the time of the examination or assessment..."*  
[JCQ General Regulations [GR 5.9](#)]

- ▶ Internal candidates are not required to show ID at their examinations/assessments as they are known to centre staff (who invigilate all the examinations/assessments)
- ▶ Off-site/transfer candidates will be asked to bring a form of photographic ID for the purposes of identification. They will be asked to show this to the Exams Officer in order to prove that the candidate is the same person who has been entered/registered for the examination/assessment. They must do this before they sit any examination/ assessment.
- ▶ The Exams Officer will escort the candidate to the exam room and introduce them to the invigilator
- ▶ 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. Once identification has been established, the candidate should replace, for example, their veil and will be escorted to the exam room. The Exams Officer will inform candidates in advance of this procedure.