



# **Candidate Identification Procedure Policy**

Bradford AP Academy

## Candidate Identification Procedure Policy

|                               |                     |
|-------------------------------|---------------------|
| Centre name                   | Bradford AP Academy |
| Centre number                 | 37237               |
| Date procedure first created  | 08/04/2025          |
| Current procedure approved by | Richard Bottomley   |
| Current procedure reviewed by | Govenor             |
| Date of review                | 01/09/2025          |
| Date of next review           | 01/09/2026          |

### Key staff involved in the procedure

| Role                        | Name              |
|-----------------------------|-------------------|
| Head of centre              | Richard Bottomley |
| Senior leader(s)            | Deborah Hudson    |
| Exams officer               | Claire Tattersall |
| Other staff (if applicable) | Suzy Zito         |

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 Bradford AP Academy 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 Bradford AP Academy:

- 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 Bradford AP Academy is checked as part of the initial registration process. (GR 5.6)

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- Internal candidates

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(GR 5.6)

The process is:

copies of photo ID is taken from parents and students at point of entry for new students. If this is not available we contact local authorities to ensure identification is correct.

### **Private candidates**

The identity of any student who has not received any tuition at Bradford AP Academy 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 Bradford AP Academy

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At Bradford AP Academy:

- Passport identification / Photo ID plus Birth certificate to be checked by Exams Officer Claire Tattersall

## **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 Bradford AP Academy is:

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a senior member of centre staff (approved by the head of centre, who has not taught the subject being examined) will be present at the start of the examination to assist with the identification of candidates.  
The candidate cards also have the students photographs on them for additional identification purposes.

The following arrangements are also in place:

A private/external candidate or a transferred candidate who is not known to the centre will be asked to show photographic documentary evidence to prove that they are the same person who entered/registered for the examination/assessment, e.g. a passport or photographic driving licence (ICE 16.5)

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)

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- 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)
- Prior to the examination, inform a private or external candidate or a transferred candidate who is not known to the centre that they must show photographic documentary evidence to prove that they are the same person who entered or registered for the examination or assessment, e.g. passport or photographic driving licence. (ICE 16.5)
- 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:

## **Changes 2025/2026**

(Updated) Bullet points to reflect slight wording changes in ICE 16.5

### **Centre-specific changes**

A private or transferred candidate who is not known to the school must show photographic evidence, to prove they are the same person, e.g Passport