HODGSON ACADEMY

# CANDIDATE IDENTIFICATION PROCEDURE

2025/2026

| Approved/reviewed by | |
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| | |
| Date of next review | October 2026 |

# Candidate Identification Procedure

Key staff involved in the procedure.

| Role | Name |
|---|---|
| Head of Centre | Mrs S. Khan |
| Examination Officer | Mrs O. Leader |
| Exams Officer Line Manager (SLT) | Mrs J. Shaw |
| Senior Leaders | Mrs J. Shaw, Miss F. Bate, Miss S. Hetherington, Mrs J. Aionesei, Mr A. Day, Mrs L. Foley, Mr C. McCann, Mrs J. Bristow, Mr L. Jenkinson, Miss R. Buckley |
| Assistant SENCO | Mrs Linda Beaumont |
| Other staff | Mrs Elaine Maxwell |

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 Hodgson Academy are managed in accordance with current requirements and regulations.

**Purpose of the procedure**

The purpose of this procedure is to confirm that Hodgson Academy

• verifies the identity of all students that it enters for examinations or assessments

• has processes in place to be satisfied that that all candidate identities have been checked

• has written procedures in place to verify the identity of all candidates at the time of the examination or assessment

1. **Process to check candidate identity**

   Internal candidates

   The identity of students on roll at Hodgson Academy is checked as part of the initial registration process. (GR 5.6)

   The process is:

   • Parents are asked to fill out a data form prior to student enrolment, this will include all details of the student on: full name, date of birth, home address, immediate family members for emergency contacts and doctors surgery. Students previous school send through a CTF with students details.

Private Candidates

The identity of any student who has not received any tuition at Hodgson 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 Hodgson Academy:

• Candidates are asked to complete a 'Private Candidate Entry Form' with all personal details and details of examinations being taken Photographic proof of identification is asked for in the shape of driving license or passport Evidence is retained on file.

Our current policy is not to accept private candidates.

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**.**

The process at Hodgson Academy is:

- Students have candidate cards with their name and candidate number that are placed on each exam desk corresponding to the printed seating plan.
- SLT/ Exams officer to be present in the main examinations hall to assist with identifying students. **SLT members will NOT be present for subject that they teach.**
- Students with Access Arrangements report directly to Learning Support before being escorted to their exam room. SENCO and Assistant SENCO present to identify students and record attendance. SENCO and Assistant SENCO to report any issues to Exams Officer or SLT.

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 2 members 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.

## 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/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/registered for the examination/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 2 members 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)
- 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)