



Candidate Identification Procedure

Policy/Procedure creator: Marizane West

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Centre Name	Jumeirah English Speaking School
Centre Number	91526 (Pearson) AE313 (Cambridge) 74558 (AQA)
Date procedure first created	25/01/2021
Current procedure reviewed by	Andy Sargeant
Current procedure approved by	Michael Waller
Date of next review	31/01/2024

Key staff involved in the procedure

Role	Name
Exams officer	Marizane West
Senior leader(s)	Andy Sargeant
Head of centre	Shane O'Brien
Other staff (if applicable)	Katie Raybould

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 Jumeirah English Speaking School are managed in accordance with current requirements and regulations.

References in this procedure to GR and ICE refer to the JCQ publications **General Regulations for Approved Centres** and **Instructions for conducting examinations**.

Purpose of the procedure

The purpose of this procedure is to confirm that Jumeirah English Speaking 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 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 Jumeirah English Speaking School is checked as part of the initial registration process. (GR 5.6)

The process is:

We keep a copy of the students passport, visa and Emirates ID on file

Private candidates

The identity of students (private candidates), not on roll at a centre but who may be accepted to take examinations, must be checked by a verification process which involves photo-ID. (GR 5.6)

At Jumeirah English Speaking School:

Our policy is not to accept private candidates

2. Procedures to verify candidate identity at the time of the examination/assessment

Invigilators are able to establish the identity of all candidates sitting examinations by following the arrangements in place to carry out adequate checks. (ICE 16.1)

The arrangements at Jumeirah English Speaking School are:

Identity cards showing candidate details and photograph are generated from our MIS system, printed and placed on exam desks prior to candidates coming in the exam room.

Invigilators are required to check the identity cards placed on the desks match the candidate seated at the desk while completing the attendance register. Head of year is responsible to send students to the exam hall as per the seating plan (this way all students are checked and recognised before even being sent into the exam hall)

The following measures are also in place:

- We do not take 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 16.3)
- Invigilators will be informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded (ICE 16.4)

3. Roles and Responsibilities

The role of the exams office/officer

- Through training, ensure invigilators are aware of the procedures for verifying the identity of all candidates at the time of the examination or

assessment (ICE 16.1)

- We do not take 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 16.3)
- 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 16.4)

Additional responsibilities:

Not applicable

CHANGES 2022/2023

No changes applicable

CENTRE-SPECIFIC CHANGES

Not Applicable