St Dominic's High School

Candidate Identification Procedure 2026/27

Date created:	4th September 2025
Exams Officer:	Miss B Magenis
SLT link:	Mr Mc Ardle
Review date:	November 2026

1. Process to check candidate identity.....
2. Procedures to verify candidate identity at the time of the examination/assessment .....
3. Roles and Responsibilities .....

Purpose of the plan

The purpose of this procedure is to confirm that St Dominic's High School:

• 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 St Dominic's is checked as part of the initial registration process.

At St Dominic's the process is:

• Check a candidate's details on the LRS and DFE website.

• Check a student's birth certificate and passport.

• Check the details are accurate if provided from another school.

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.

- All St Dominic's candidates will sit all their examinations in full school uniform.
- A photobook is kept in each exam room to help identify candidates.
- The HOD or class teacher must be present at the beginning of the exam to confirm identity of the student.

Reception staff: All candidates are known to centre staff. The candidates are known to reception staff which enables them to act as the first point in the identification process.
A member of SLT is present during the line up outside the hall, prior to candidates going to the exam room. Registers are taken again once the exam has started.
Teaching staff: 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.

Exams Officer and Chief Invigilator:

• Ensures candidate cards are present on each exam desk. The card shows the name of each candidate entered for the current exam. Both staff and invigilators are then able to check the name on the desk card and cross reference this with the student photograph.

• Provides a seating plan for exam rooms according to JCQ and awarding body requirements to include the legal name and candidate number for all candidates. Informs invigilators of all changes to the seating plan.

• Identify candidates with access arrangements on their cards and seating plan together with their arrangements.

• Ensures all invigilators are aware of the current JCQ regulations for identifying candidates.

• Invigilators will be informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded

Invigilators:

• Once the exam has started an invigilator will walk up and down and complete the JCQ required seating plan. They do this using the candidate cards, checking the identities at the same time.

- Follow the procedure for verifying candidate identity provided by the EO

• Seat candidates in exam rooms as instructed by the EO/on the seating plan

• To report anyone that cannot be identified immediately.

3. Roles and Responsibilities

The role of the Exams 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

• 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.

• 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