



Candidate Identification Process

Ashton Sixth Form College

2025/2026

Candidate Identification Process

Centre name	Ashton Sixth Form College
Centre number	33507
Date procedure first created	28/03/2025
Current procedure approved by	Lisa Richards
Current procedure reviewed by	Lisa Richards
Date of review	March 2026
Date of next review	February 2027

Key staff involved in the procedure

Role	Name
Head of centre	Lisa Richards
Senior leader(s)	Sheridan Lewis Chris Cox
Exams officer	Cyanne Holt
Other staff (if applicable)	Jennifer Lancelott Lucy Warburton Zoë Borbély Monika Owczarek

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 Ashton Sixth Form College 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 Ashton Sixth Form College:

- 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 Ashton Sixth Form College is checked as part of the initial registration process. (GR 5.6) The process is:

- to verify legal documentation and visual photo-ID at point of registration (as part of the Admissions Process)

Private candidates

The identity of any student who has not received any tuition at Ashton Sixth Form College 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 Ashton Sixth Form College:

- There are no Private Candidates currently on roll.

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 Ashton Sixth Form College is:

- Every candidate sitting an assessment has a photo ID card of themselves on the desk pertaining to the particular assessment, date and session.

Once candidates are seated, invigilators are required to visually identify them against the Candidate ID Card.

The following arrangements are also in place:

- There are no private/external candidates on roll at Ashton Sixth Form College.
- 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/exams manager

- Through training, ensure invigilators are aware of the procedure for confirming the identity of all candidates sitting examinations (ICE 16.1)
- There are no private/external candidates on roll at Ashton Sixth Form College.
- 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)
- 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:

Invigilators are advised to inform a member of the Examination Team if they are suspicious of the identity of any candidate. The Examination Team will investigate and take action as necessary.