



**Procedures to verify the
identity of all candidates at the
time of the examination or
assessment**

St Thomas More Catholic Academy

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Centre name	St Thomas More Catholic Academy
Centre number	30570
Date procedure first created	27/02/2026
Current procedure approved by	Mr P Shufflebotham
Current procedure reviewed by	Mrs E Todd
Date of review	27/02/2026
Date of next review	27/02/2027

Key staff involved in the procedure

Role	Name
Head of centre	Mr M Rayner
Senior leader(s)	Mr M Rayner, Mrs E Todd, Mr P Shufflebotham, Mrs E Pycroft, Mrs T Leese, Mrs K Nuttall, Mrs A Bradbury Miss S Beasley
Exams officer	Marion Thompson
Other staff (if applicable)	Mr S Goodall - KS4 Progress Lead Mrs C Wheeler - SENCo Miss G Mutton - Assistant SENCo Miss L Beasley- Head of KS4 Mrs J Martin - Student Support Officer KS4 Mrs C Lumley - Student Support Officer KS4 Mr S Goodall - KS4 Progress Lead

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 St Thomas More Catholic 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 St Thomas More Catholic 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 St Thomas More Catholic Academy is checked as part of the initial registration process. (GR 5.6)

The process is:

- Initial student information is received via the local authority application form for secondary school. Final students to be admitted are confirmed by the local authority, Head of Year 7 arranges transition of the students from primary school to high school which includes visiting the students in the primary school. Students also attend transition days prior to joining the school in September. Paperwork is received from parents.

Process for in-year admissions during the academic year from other UK schools or from outside of the UK:

- Following receipt of application, student and parents/carers are invited to meet with the Headteacher (Head of Centre), Key Stage Student Support Officer and Head of Year prior to student enrolling into St Thomas More Catholic Academy

Arrangements are made for all new Year 7 students to have school photo taken which is uploaded to the school's MIS system (Arbor)

Year 11 student photos are taken and updated on the MIS system (Arbor)

Private candidates

The identity of any student who has not received any tuition at St Thomas More Catholic 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 St Thomas More Catholic Academy:

- Private candidates are not accepted at this centre. However, the Head of Centre, may in some instances, permit a former student to retake exams at the centre. In such cases the student will be required to meet with the Exams Officer to organise the exam entry prior to the entry deadline, and must provide ID as proof of identification at the time of the exam entry and on arrival at the time of the exam

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 St Thomas More Catholic Academy is:

- All examination desks will be labelled A1, B1, C1, etc, with the candidate's name, exam number and photo.

- Candidates will sit at the same exam desk for all exams. If candidate moved to another seat, ID details will be placed on new desk
- All seating plans will have candidate name, exam number, exam unit code, including Foundation/Higher for tiered exams
- A copy of the seating plan will be placed on the exam noticeboard outside each exam room, along with a copy of the exam candidate register
- A copy of the seating plan and exam register will be available to all invigilators involved in the exam.
- A file of student photos will be available to the invigilators in each exam room
- A senior member of staff (approved by the Head of Centre), who has not taught the subject being examined and the KS4 Progress Lead, will be present at the start of the exam to assist with the identification of candidates

The following arrangements are also in place:

- A private or 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 or registered for the examination or 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)

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:

Not Applicable

Changes 2025/2026

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

Centre-specific changes