



**St Peter & St Paul**  
Catholic Voluntary Academy  
*Pro Petro Paulo Patria*

# **Candidate Identification Procedure**

St Peter and St Paul Catholic Voluntary Academy

## Candidate Identification Procedure

Centre name	St Peter and St Paul Catholic Voluntary Academy
Centre number	26140
Date procedure first created	11/10/2023
Current procedure approved by	Clive Crossman
Current procedure reviewed by	Clive Crossman
Date of review	31/10/2025
Date of next review	31/10/2026

## Key staff involved in the procedure

Role	Name
Head of centre	Caroline Hewerdine
Senior leader(s)	Rebecca Carter
Exams officer	Clive Crossman
Other staff (if applicable)	Stephanie Burnett

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 Peter and St Paul Catholic Voluntary 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 Peter and St Paul Catholic Voluntary 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 Peter and St Paul Catholic Voluntary Academy is checked as part of the initial registration process. (GR 5.6)

The process is:

- Receive a CTF (Common Transfer File) for students enrolling from primary school or transferring from another secondary school.  
For students coming from abroad - a passport is provided with the data collection file.

### **Private candidates**

The identity of any student who has not received any tuition at St Peter and St Paul Catholic Voluntary 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 Peter and St Paul Catholic Voluntary Academy:

- this process is not applicable as it is centre policy that private candidates are not accepted.

## **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 Peter and St Paul Catholic Voluntary Academy is:

- 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. The use of desk cards with subject's name and details including an internal candidate photograph.

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**

Upon review in October 2025, no centre-specific updates or changes were applicable to this document.