



Candidate Identification Procedure

Rainham Mark Grammar School

Candidate Identification Procedure

Centre name	Rainham Mark Grammar School
Centre number	61311
Date procedure first created	04/02/2025
Current procedure approved by	Mrs C Napier
Current procedure reviewed by	Nicola Murray
Date of review	03/02/2025
Date of next review	03/02/2026

Key staff involved in the procedure

Role	Name
Head of centre	Mrs A Hart
Senior leader(s)	Mrs C Napier Mrs E Horstrup Mr M Brown Mr A Smith Ms S Gooding Ms V Tappour Mrs K Robbins
Exams officer	Nicola Murray
Other staff (if applicable)	Virginia Crosby (Exams Assistant) Jackie Conroy (Exams Assistant)

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 Rainham Mark Grammar School 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 Rainham Mark Grammar 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 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 Rainham Mark Grammar School is checked as part of the initial registration process. (GR 5.6)

The process is:

- During the initial enrolment students need to provide a passport or birth certificate to prove identity.

Private candidates

The identity of any student who has not received any tuition at Rainham Mark Grammar School 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 Rainham Mark Grammar School:

- RMGS do not accept private candidates

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 Rainham Mark Grammar School is:

- All students are issued with a photo ID card. They are instructed to bring this to every exam. If they lose this sixth form are allowed to bring a passport or driving licence. All other students are instructed to go to the exams office to be issued with a replacement.

The following arrangements are also in place:

- RMGS do not accept 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 16.6)
- 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)

- RMGS do not accept 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 16.6)
- 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:

Not applicable

Changes 2024/2025

(Updated) References to sections of ICE 16 where these have been changed in ICE 2024-2025.

(Changed) Heading **Procedures to verify candidate identity at the time of the examination/assessment** to **Procedure detailing how the identity of all candidates sitting examinations is confirmed** to reflect the re-wording in ICE 16.1.

(Updated) Various bullet points to reflect slight wording changes in various sections of ICE 16.

Centre-specific changes

No centre specific changes have been made to this document