



Dacorum Education
Support Centre

Policy Name	Identification of Candidates in Exams Procedure
Policy Type	Statutory / Non-Statutory
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DESC values the mental health and wellbeing of every member of its community.

Our policies reflect the core values of respect and support for each other in every aspect of life. Our aim is that all in our community, through working together, to feel safe and secure in an environment, which enables and equips every individual to thrive and be respectful of each other's strengths and differences

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Identification of Candidates in Exams Procedure

Purpose of Procedure

To verify the identity of all candidates entered for examinations and assessments, at Dacorum Education Support Centre (DESC) ensuring compliance with JCQ regulations. This procedure ensures that:

- All candidates are correctly identified before sitting an examination.
- Processes are in place to prevent impersonation or unauthorized access to exams.
- Written procedures are followed consistently by all staff involved in exam delivery.

Process to Check Identity

1. Candidate Registration and Familiarity

- All learners are registered upon entry to the centre.
- Candidates are allocated to staff members who are familiar with them and escort them to the exam room.

2. Photographic Identification

- Each candidate has a photographic ID card placed on their exam desk.
- Invigilators cross-reference the ID card with the room register to confirm identity.

3. Non-Roll Candidates

- The centre does not accept private candidates.
- If a candidate is not on the roll, their identity must be verified using official photo ID (e.g., passport, driving licence).

Procedures to Verify Identity at the Time of Examination/Assessment

In accordance with JCQ ICE 16.1–16.4, DESC implements the following arrangements:

- Photo ID Cards on Desks: All candidates must have their photo ID card visible on their desk during the examination.
- SLT Identification: Members of the Senior Leadership Team (SLT) are present to identify students before they enter the exam room.
- Religious Clothing Considerations (ICE 16.3): Where a candidate's identity cannot be confirmed due to religious clothing (e.g., a veil), a same-gender staff member will discreetly verify identity in a private room. Two trusted staff members will be present

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to ensure cultural sensitivity.

- Access Arrangements (ICE 16.4): Invigilators are briefed on candidates with access arrangements and are made aware of the specific arrangements awarded. These candidates are clearly marked on seating plans.
- Seating Plans: Seating plans are prepared in accordance with JCQ and awarding body requirements, with access arrangement candidates clearly identified.

Roles and Responsibilities

Exams Officer:

- Ensure invigilators are trained and aware of identity verification procedures (ICE 16.1).
- Inform candidates in advance about the process for religious clothing identification (ICE 16.3).
- Brief invigilators before each exam session on candidates with access arrangements (ICE 16.4).

Invigilators:

- Verify each candidate's identity using photo ID and the room register.
- Follow procedures for identifying candidates wearing religious clothing.
- Ensure access arrangement candidates are seated appropriately and supported as required.

SLT and Centre Staff:

- Support the identification process at entry points.
- Assist with sensitive identity checks when required.

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