Candidate Identification Procedure 2026/27

Roselyn House School

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 Roselyn House 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**.

Approved/reviewed	Kirsty Willacy
Date of next review	September 2027

Purpose of the procedure

The purpose of this procedure is to confirm that Roselyn house 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 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 Roselyn house School is checked as part of the initial registration process. (GR 5.6)

The process is:

- Roselyn House School is a SEMH Special Needs Day School. The identity of every student is known by all members of staff within the school.
- Students are referred to Roselyn House School by the Local Authority (LA).
- Each student has an EHCP and background information is supplied by a student's Local Authority. Student's identities are confirmed through information sharing with LA's.
- This includes their full name, date of birth and home address. It is the responsibility of the LA to check these details on the EHCP.

Private candidates

All of our students at Roselyn House School have EHCPs. Due to the nature of our students' difficulties, we do not currently accept private candidates to take exams at our centre, other than for former pupils within a year of leaving Roselyn House School. All staff involved in examinations at Roselyn House School know the identity of every student who is sitting exams.

If private candidates are permitted in later years, the identity of any student who has not received any tuition at Roselyn house 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 Roselyn house School:

- we have to ensure that the candidate has photographic ID on them that they can show us, so we can verify who they are.

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 Roselyn house School:

- All staff involved in any part of the examination process can confirm the identity of each student.

The following arrangements are also in place:

- A private/external candidate or a transferred candidate who is not known to the centre will be asked to show original photographic documentary evidence to prove that they are the same person who entered/registered for the examination/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)

2. 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/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/registered for the examination/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)

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).