



MAIDEN ERLEGH
CHILTERN EDGE

Candidate Identification Procedure

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Centre name	Maiden Erlegh Chiltern Edge
Centre number	62443
Date procedure first created	23/01/2024
Current procedure approved by	Emma Bliss
Current procedure reviewed by	Hannah Reilly & Emma Bliss
Date of review	12/01/2026
Date of next review	28/02/2027

Key staff involved in the procedure

Role	Name
Head of centre	Emma Bliss
Senior leader(s)	Sarah Cheeseman Judy Hills Roddy Clark
Exams officer	Hannah Reilly
Other staff (if applicable)	

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 Maiden Erlegh Chiltern Edge 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 Maiden Erlegh Chiltern Edge:

- 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 Maiden Erlegh Chiltern Edge is checked as part of the initial registration process. (GR 5.6)

The process is:

- Students' birth certificates are seen prior to enrolling at the centre.

Private candidates

The identity of any student who has not received any tuition at Maiden Erlegh Chiltern Edge 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 Maiden Erlegh Chiltern Edge:

- Our policy is not to accept private candidates. However, if the HoC makes an exception to this, photo identification would need to be seen prior to making entries.

For candidates transferred to us from within our academy trust, we would require photo identification via Bromcom so that we can make a candidate card. If no photo exists, then we would require formal ID.

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 Maiden Erlegh Chiltern Edge is:

- The EO and/or member of SLT are stood by the door as candidates enter. They are called in by rows and the member of staff can see that the candidates entering are those who have been called out. All candidates have an ID card on their desk, which includes a photograph of the candidate (where possible). The candidates know to check the seating plan and the ID card on their desk before they sit down in the exam room. The EO or an invigilator can use the ID cards and the seating plan to do a register at the start of each exam. Where there is any doubt over the identity of a candidate, the EO or a member of SLT can be called upon.

The following arrangements are also in place:

- A private/external 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/registered for the examination/assessment, e.g. a passport or photographic driving licence

A candidate who is transferred from within our academy trust will have a candidate card made by using Bromcom. This will include a photograph. If no photograph exists on Bromcom then the candidate will be required to provide formal ID

- 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)
- A private/external 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/registered for the examination/assessment, e.g. a passport or photographic driving licence

A candidate who is transferred from within our academy trust will have a candidate card made by using Bromcom. This will include a photograph. If no photograph exists on Bromcom then the candidate will be required to provide formal ID

- 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

Not applicable