

Tupton Hall School
REDHILL ACADEMY TRUST



Candidate Identification Policy

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Centre name	Tupton Hall School
Centre number	23146
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Current procedure approved by	Steve Roberts
Current procedure reviewed by	Steve Roberts
Date of review	25/09/2026
Date of next review	24/09/2027

Key staff involved in the procedure

Role	Name
Head of centre	Mr Andrew Knowles
Senior leader(s)	Mrs C Burton, Mrs S Burton, Mrs R Holland, Mrs J Lammin, Mrs A Lindley, Mr S Roberts, Mr D Thompson, Mr M Edwards
Exams Manager	Miss Amy Roberts
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 Tupton Hall School are managed in accordance with current requirements and regulations and reflects centre practice.

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 Tupton Hall 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 Tupton Hall School is checked as part of the initial registration process. (GR 5.6)

The process is:

- Students will register in the Richard Smith Hall in a morning or afternoon prior to the exam starting, SLT and teaching staff.

Students will be identified here.

When in the exam room each candidate will have their own candidate card which will have their picture on it which the invigilators and SLT can also use to double check the candidate's identity.

If we have students that are sitting exams at The Hub these candidates will be asked to bring a form of ID- this is due to having no SLT staff members there and invigilators will need to confirm the identity of that student.

Private candidates

The identity of any student who has not received any tuition at Tupton Hall 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 Tupton Hall School:

- ID will be required prior to entering private candidates.

When the examinations start the private candidate will be required to at reception show their ID and collect a lanyard. They will then need to be escorted to the exam room and not left unattended. When the exam has finished the candidate will then be escorted back to reception where they will be required to sign out.

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 Tupton Hall School is:

- SLT will be in the hall of the Gym/ Sports hall identifying the candidates that go into the exam rooms.

Invigilators will identify the candidates by the ID cards on the desks.

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 original 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

- 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 original 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:

Changes effective from 1 September 2026

(Updated) Bullet points to reflect slight wording change in ICE 16.5 (original photographic documentary evidence).

Centre-specific changes

Private candidates added