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# **Candidate Identity Verification Policy 2024\_25**

**Queen Elizabeth II High School**

## Candidate Identity Verification Policy 2024\_25

Centre name	Queen Elizabeth II High School
Centre number	45011
Date procedure first created	05/12/2024
Current procedure approvedby	Mr Steven Slack
Current procedure reviewed by	Mrs Paula Venezia
Date of review	05/12/2024
Date of next review	06/12/2025

### Key staff involved in the procedure

Role	Name
Head of centre	Mrs Charlotte Clarke
Senior leader(s)	Mr Jason Coole (Deputy Head), Mrs Julie Ozer (Business Manager), Mrs Joanne Steriopulos (Assistant Head), Mr John Kinley(Assistant Head), Mrs Olivia Graham (Assistant Head) Mr Steven Slack (Assistant Head Exams, Data and Assessment)
Exams officer	Mrs Paula Venezia
Other staff (if applicable)	Mrs Laura Gotrel (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 Queen Elizabeth II High 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 Queen Elizabeth II High 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 Queen Elizabeth II High School is checked as part of the initial registration process. (GR 5.6)

The process is:

- If a student is relocating to the Isle of Man the centre requires to view and take a copy of a valid passport/visa as identification. The centre also requires a document as proof of address during the enrollment process. These checks provide the centre with on-island proof of residency.

### **Private candidates**

The identity of any student who has not received any tuition at Queen Elizabeth II High School but who may be accepted to enter examinations as a private candidate will be checked by a verification process that involves photo-ID. (GR 5.6)

At Queen Elizabeth II High School:

This process is not applicable at Queen Elizabeth II High School as it is centre policy that private candidates are not accepted unless they have an established previous connection with the centre. This connection would then be used to verify the student by using previously held records or similar together with photographic identification.

## **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 Queen Elizabeth II High School is:

- the use of desk cards which contain internal candidate photographs.
- the use of Exams Assist to further verify students identity
- a senior member of centre staff (approved by the Head of Centre who has not taught the subject being examined) will be present at the start of the exam to assist with the identification of candidates.

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 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)

### **3. Roles and responsibilities**

#### **The role of the Exams Officer (Mrs Paula Venezia) Mrs Laura Gotrel (Exams Assistant)**

- Through training, ensure invigilators are aware of the procedure for confirming the identity of all candidates sitting examinations (ICE 16.1)
- Before 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)

Additional responsibilities:

No additional responsibilities were noted

#### **Centre-specific changes**

Queen Elizabeth II High School now uses Exams Assist to provide invigilators with enhanced information regarding students identity and the confirmation of students identity.