SAIL Academy Exams:

Candidate Identification Procedure

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Centre name	SAIL Academy
Date process first created	13/05/2025
Current process approved by	Daniel Goldstraw
Date of review	13/07/2026
Date of next review	13/07/2027

Key staff involved in the procedure

Role	Name
Head of centre	Daniel Goldstraw (SENCo, DDSL)
Exams officer	Andrew Fulker
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 SAIL Academy are managed in accordance with current requirements and regulations.

References in this procedure to GR and ICE refer to the JCQ publications **General Regulations for Approved Centres** and **Instructions for conducting examinations**.

Purpose of the procedure

The purpose of this procedure is to confirm that SAIL Academy:

- 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)

Process to check candidate identity

Internal candidates

The identity of students on roll at SAIL Academy is checked as part of the initial registration process. (GR 5.6)

The process is:

- The identity of students on roll at SAIL Academy is checked as part of the initial registration process
- Local Education Authority will notify school of Year 7 admissions and details
- Parents/Carers are contacted by the school. Admissions form is completed
- Primary School may also send through student details
- Data collection sheet issued annually, to correct and update details held on Arbor Exam entries are made using the details on the MIS system.

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 arrangements at SAIL Academy are:

- All candidates will have photographic identification
  Where an Invigilator is used who does not know all of the Students then one of the Exam Officers or a Senior member of staff (approved by the Head of Centre) and who has not taught the subject being examined) will be present at the start of an examination to assist with the identification of candidates.

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)
- 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:

Not applicable

Changes 2024/2025

(Updated) References to sections of ICE 16 where these have been changed in ICE 2024-2025.

(Changed) Heading **Procedures to verify candidate identity at the time of the examination/assessment** to **Procedure detailing how the identity of all candidates sitting examinations is confirmed** to reflect the re-wording in ICE 16.1.

(Updated) Various bullet points to reflect slight wording changes in various sections of ICE 16.