



# Identification of Candidates Policy 2019/2020

This plan is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Exam Manager David Carlill	
Date of next review	August 2020

## **Identification of Candidates Policy**

The JCQ requires to verify the identity of all candidates. The centre will uphold this requirement in the following ways:

### **Internal Candidates**

It is compulsory for all students to carry with them at all times student photographic ID cards. Invigilators will carry out adequate checks on the identity of all candidates. If there is any doubt in the identification of a student the relevant member of curriculum staff may be called to verify the identity in question. If the member of staff is not able to verify the identity of the student, they will be asked to go to student services or reception in order to obtain a printed copy of their photo identification from the MIS system.

Desk cards will be placed on each desk and will have the candidate's legal full name and centre number to aid the identification process.

Where examinations are held at external venues, attendance register will include photo of candidate to support the identification of candidates.

### **External Candidates**

External candidates will be informed at point of entry of the need to bring photographic ID to any examination/assessment. If external candidate fail to bring photographic ID they will not be permitted to sit the examination/assessment.

**An attendance register will be taken in each examination room, to include both internal and external candidate.**

If there is any doubt as to the candidate's identity this will be reported to the relevant awarding body.