



BROOK MEAD
ACADEMY

CANDIDATE IDENTIFICATION PROCEDURE POLICY

Policy Monitoring, Evaluation and Review

The policy will be promoted and implemented throughout the academy. The Principal, along with the Executive Principal will take a key role in monitoring and evaluating the policy. The policy along with other academy policies will be available on the academy website. The Academy Council will review the policy annually and assess its implementation and effectiveness.

Version:	1.1
Date created:	September 2024
Author:	Exams Manager
Ratified by:	Principal
Date ratified:	October 2025
Review date:	October 2026

Revision History:

Version:	Date:	Author:	Summary of changes:
1.0	September 2024	Exams Manager	New policy
1.1	October 2025	Vice Principal	Additions to the list of key staff involved

Key staff involved in the plan

Key staff involved in the policy- Senior leader(s) Role	Name(s)
Head of Centre	Rita Hindocha
Principal	Rita Hindocha
Vice Principal, Curriculum and Assessment	Gemma Bartlett
Assistant Principal, Behaviour	Holly Walker
Assistant Principal, Safeguarding and Attendance	Siobhan Evans
Academy Manager	Sajeda Macadam
Assistant Principal, Teaching and Learning	Daniel Hardy
Assistant Principal, Personal Development	Jade Morgan
ALS Lead/SENDCo	Monal Pancholi
Exams Manager	Saima Shah
Assistant Principal, Achievement and Inclusion	Adam Glover
Assistant SENDCo (Level 7 Qualified Assessor)	Sabeeqa Zamir

This procedure is reviewed and updated annually to ensure that the complaints at Brook Mead Academy are managed in accordance with current requirements and regulations.

Reference in this procedure to GR refers to the JCQ publication General Regulations for Approved Centre

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Purpose of the plan

The purpose of this procedure is to confirm that Brook Mead 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 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 Brook Mead Academy is checked as part of the initial registration process. (GR 5.6)

At Brook Mead Academy, the process is:

- Check a candidate's details on the LRS and DFE website.
- Check a student's birth certificate and passport
- Check the details are accurate if provided from another school.

2. Procedures to verify candidate identity at the time of the examination/assessment

Invigilators are able to establish the identity of all candidates sitting examinations by following the arrangements in place to carry out adequate checks. (ICE 16.1).

- All Brook Mead candidates will sit all their examinations in full school uniform.
- Our external invigilators are used during all internal examinations to get to know the students during their pre-public examinations.
- A photobook can be kept in each exam room to help identify candidates.
- Each candidate has a lanyard with their photo, and a card on the desk with a photo.

Reception staff: All candidates are known to centre staff. The candidates are known to reception staff which enables them to act as the first point in the identification process.

Exam assistant: A register of all candidates is taken during the line up by SLT outside the hall prior to candidates going to the exam room. Registers are taken again once the candidates are seated – this is also part of the school safeguarding procedure.

Teaching staff: 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 examination to assist with the identification of candidates.

Exams officer:

- Ensures candidate cards are present on each exam desk. The card shows the name and a photograph of each candidate entered for the current exam. The student's ID card will also be placed on their desk. Both staff and invigilators are then able to check the name on the desk card and cross reference this with the student photograph.
- Provides a seating plan for exam rooms according to JCQ and awarding body requirements to include the legal name and candidate number for all candidates. Informs invigilators of all changes to the seating plan.
- Identify candidates with access arrangements on the seating plan together with their arrangements.
- Ensures all invigilators are aware of the current JCQ regulations for identifying candidates.

- Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. Centres must inform candidates in advance of this procedure and well before their first examination. Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.”[ICE 16.3]. Invigilators will be aware of this procedure.
- Invigilators will be informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded (ICE 16.4).

Invigilators:

- Once the exam has started an invigilator will walk up and down and complete the JCQ required seating plan. They do this using the candidate cards, checking the identities at the same time.
- Follow the procedure for verifying candidate identity provided by the EO.
- Seat candidates in exam rooms as instructed by the EO/on the seating plan.
- To report anyone that cannot be identified immediately.

3. Roles and Responsibilities

The role of the Exams Officer

- Through training, ensure invigilators are aware of the procedures for verifying the identity of all candidates at the time of the examination or assessment (ICE 16.1)
- Prior to 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 16.2)
- 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 16.3)
- 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 16.4)

Changes 2025/2026

No changes applicable

Centre-specific changes

Upon review in October 2025, no centre-specific updates or changes were applicable to this document.