Candidate Identity Verification Policy

Manchester Academy

Candidate Identity Verification Policy

Centre name	Manchester Academy
Centre number	32339
Date procedure first created	05/05/2025
Current procedure approved by	Shumaila Latif
Current procedure reviewed by	Shumaila Latif
Date of review	01/09/2026
Date of next review	01/09/2027

Key staff involved in the procedure

Role	**Name**
Head of centre	James Eldon
Senior leader(s)	Shumaila Latif
Exams officer	Maryam Nasir / Amy Lyne-Bennett
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 Manchester Academy 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 Manchester 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 Manchester Academy is checked as part of the initial registration process. (GR 5.6)

The process is:

- Senior and middle leaders are at the entrances to exam venues welcoming the students in. Whilst checking the students are compliant regarding not bringing any unauthorised items into the venue, they are also only allowing the correct students into the exam venue. Senior and middle leaders know the students very well.

  Registers for every exam are shared with all staff, which detail the students in each exam, exam venue and their seat. These are also on the exam notice board.

  Students wear their Manchester Academy uniform for all exams, including the tie that is the relevant colour for their year group.

Private candidates

The identity of any student who has not received any tuition at Manchester Academy 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 Manchester Academy:

- There are no private candidates at Manchester Academy.

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 Manchester Academy is:

- All exams have a paper copy of the seating plan in the exam box, which includes students photos so the invigilators can verify their identity.

  All exams have a individualised desk slips for every candidate, which includes students photos so the invigilators can verify their identity.

  The register is taken at the start of every exam to confirm the attendance of every candidate and that they are sat in the correct seat according to the seating plan.

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 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/officer

- 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 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 2025/2026

(Updated) Bullet points to reflect slight wording changes in ICE 16.5

Centre-specific changes

There are no changes to the policy for the 26/27 season.