UP HOLLAND HIGH SCHOOL

Dedicated to Excellence

Partner of Everyone Matters Schools Trust

IDENTIFYING CANDIDATES POLICY

2026/27

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
D Blackledge	
Date of next review	October 2027

Key staff involved in the policy

Role	Name(s)
Head of centre	**Mr P Scarborough**
Senior leader(s)	**Mr D Blackledge**
Exams and Assessment Manager	**Mrs C Porter**
Exams and Assessment Assistant	**Mr O Anderton**
SENCo (or equivalent role)	**Miss M Potter**

Contents

Key staff involved in the policy.....2
Purpose of the policy 4
Roles and responsibilities overview.....4
Seating and Identifying Candidates 4

Purpose of the policy

Up Holland High School is committed to ensuring that the examinations and assessments management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This policy outlines how the school will identify candidates that are sitting exams to ensure that the integrity of the exams is successfully maintained at all times.

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

Roles and responsibilities overview

The **head of centre (HoC)** is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/ assessments. This individual must have the authority to deploy the necessary resources to ensure that the centre is always compliant in meeting published JCQ regulations and awarding body requirements.

The examinations officer/manager is the person appointed by the head of centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.

The head of centre cannot be the examinations officer. A head of centre and an examinations officer are two distinct and separate roles.

SLT and Pastoral team. Members of the senior leadership team and the pastoral team have knowledge of the students for identification purposes.

Seating and Identifying Candidates

- All candidates are identified by members of SLT and/or HoY who are familiar with the students in the exam hall at the beginning of each exam.
- As the students are being seated in the exam rooms a member or members of SLT and the Head of Year are present to identify all candidates in the exam.
- Each desk has the details of the candidate on a card to aid identification, and there is a seating plan for every exam.
- There is a folder at the front of the exam room with photos of all the students to further aid the identification of candidates and for the invigilators to refer to if there are any queries or concerns.
- If the invigilation has any concerns, they must inform the Exams officer, who will bring a member of SLT or the Head of Year to ascertain if there is an issue. If the student is not the correct student in the exam, they will be removed and spoken to by SLT Exams lead to ascertain whether the incident is intentional and a malpractice report needs to be completed and sent to the awarding body.
- If there are any students that wear face coverings for religious or valid cultural reasons, then the following steps should be taken to positively identify the candidate.
    - The head of year or an appropriate member of SLT must meet with the candidate in a private room immediately prior to the exam. The face covering must be temporarily removed and identity confirmed against photo ID e.g. passport. The face covering can then be placed back on and the candidate is then immediately escorted the exam.
    - The following must be adhered to:
        - A member of the candidates family should be present at all times
        - Consideration regarding the member of staff i.e. gender should be made prior to ensure that the candidates culture is respected at all times.
        - The member of staff should inform the Exams officer that the candidate has been positively identified.
        - This process must be completed prior to all exams the candidate is taking.