



Candidate Identity Verification Procedure 2025/26

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1. Purpose and Scope

Running Deer School is committed to ensuring that the identity of all candidates can be verified at the time of examination or assessment in accordance with JCQ requirements. Elements of the policy also work in conjunction with UNICEF states the following as rights relevant to all children and therefore a must in our school:

The following **rights are of equal importance** to every child. **Every child has the right to:**

- **Relax and play** (Article 31)
- Freedom of **expression** (Article 13)
- **Be safe** from violence (Article 19)
- An **education** (Article 28)
- Protection of **identity** (Article 8)
- **Sufficient** standard of **living** (Article 27)
- **Know** their **rights** (Article 42)
- Health and **health services** (Article 24)

This procedure applies to:

- Internal candidates (students on roll at Running Deer School)
- External (private) candidates
- This procedure is based on the JCQ publication 'Instructions for Conducting Examinations' (ICE) for the current academic year.

2. Legislative Framework

This procedure complies with:

- JCQ Instructions for Conducting Examinations (ICE)
- General Data Protection Regulation (GDPR) and Data Protection Act 2018
- Equality Act 2010

3. Acceptable Forms of Photographic Identification

For the purposes of identity verification, Running Deer School accepts the following forms of photographic identification:

- Valid passport (any nationality)
- Valid UK photocard driving licence
- Valid warrant card issued by HM Forces or the police
- Other form of photographic ID as approved by the relevant awarding body

Please note: Only ONE form of photographic ID is required

Birth certificates are not acceptable as they do not contain a photograph

Expired documents are not acceptable The photograph must be a clear likeness of the candidate.

4. Internal Candidates

4.1 Definition

- Internal candidates are students currently on roll at Running Deer School who have provided documented proof of identity during the admissions procedure.

4.2 Standard Verification Procedure

Before the examination:

- The Exams Officer ensures that invigilators are provided with:
- Individual student place cards/labels placed on each desk prior to the exam starting
- seating plans for exam rooms according to JCQ and awarding body requirements, identifying tiers of entry, access arrangements, etc.

At the start of the examination:

- Internal candidates will be verified by members of the Senior Leadership Team and staff members present outside the exam room
- Staff will verify identity by visual recognition, checking the candidate against their knowledge of the student
- Senior Leadership Team and staff have access to student photographs and information electronically should any discrepancy arise

Invigilators must:

- Follow the seating plan provided by the Exams Officer
- Ensure candidates are seated in their designated places
- Report any concerns about candidate identity immediately to the Exams Officer or a member of the Senior Leadership Team

4.3 Procedure if Identity Cannot Be Confirmed

If invigilators or staff are unsure as to the identity of an internal candidate

- A member of the Pastoral Team or Senior Leadership Team who knows the candidate well should be called to assist with identification
- If the candidate's identity still cannot be confirmed, the candidate should be allowed to sit the examination
- The Exams Officer must be informed immediately
- The candidate's script must be kept separately and clearly identified
- The incident must be reported to the awarding body as soon as possible and within 24 hours
- A full written report must be completed by the staff member(s) involved

4.4 Internal Candidates Without Photographic ID

If an internal candidate does not have acceptable photographic identification (e.g., for religious or personal reasons):

- A member of staff who knows the candidate well must confirm the candidate's identity in writing to the Exams Officer before the examination begins
- This confirmation must include the staff member's name, role, signature, and date
- The confirmation must be retained with examination records

5. External (Private) Candidates

Running Deer rarely accept private candidates but this is the process outlined in it was required.

5.1 Pre-Registration Requirements

Before being entered for an examination, external candidates must:

- Present in person at Running Deer School
- Bring ONE of the following forms of acceptable photographic identification:
 - Valid passport
 - Valid UK photocard driving licence
 - Valid warrant card issued by HM Forces or police

Other form of photographic ID approved by the awarding body

Complete a candidate registration form Sign a declaration confirming their identity

The Exams Officer will:

- Verify the photographic ID against the candidate
- Take a photocopy of the ID (or photograph it securely)
- Store the copy securely in the Exams Secure Store
- Provide the candidate with confirmation of registration and examination details
- Inform the candidate of the identity verification procedure for examination day

5.2 Examination Day Procedure

On the day of the examination, external candidates must:

- Arrive at the main reception of Running Deer School at least 15 minutes before the scheduled start time
- Bring the SAME photographic identification they provided at registration
- Report to reception staff

Reception/examination staff will:

- Check the candidate's photographic ID against the copy held on file
- Verify that the photograph matches the candidate
- Check the candidate's name against the examination entry list
- Sign and date a verification log to confirm identity has been checked
- Escort the candidate to the examination room
- Ensure the candidate is seated in their designated place

After the examination:

- The candidate will be escorted back to the main reception area
- The candidate may leave the premises

5.3 External Candidates Without Photographic ID

If an external candidate does not have any acceptable form of photographic identification:

At registration:

- The candidate must be accompanied by a responsible adult (parent, guardian, or other appropriate person) who can confirm their identity
- The responsible adult must provide their own valid photographic ID
- The responsible adult must sign a declaration confirming the candidate's identity
- This must be arranged with the Exams Officer at least 10 working days before the first examination

On examination day:

- The same responsible adult must accompany the candidate
- The responsible adult must again provide their photographic ID and confirm the candidate's identity in writing
- The responsible adult will not be permitted to enter the examination room

6. Verification of Candidates Wearing Religious Dress

- Running Deer School respects the religious beliefs of all candidates and will handle identity verification with sensitivity and in accordance with the Equality Act 2010.

6.1 Procedure

Where a candidate's face is covered by religious dress (such as a niqab or veil):

- The candidate will be approached discreetly by a member of staff of the same gender as the candidate
- The candidate will be taken to a private room

- The member of staff will politely request that the candidate briefly remove or lift the face covering to allow verification of identity against their photographic ID or known appearance
- This will be conducted with sensitivity and respect for the candidate's religious beliefs
- Once identity is confirmed, the candidate may replace the face covering
- The candidate will be escorted to the examination room

6.2 If a Candidate Declines to Remove Face Covering

If a candidate is unwilling to remove or lift their face covering:

For internal candidates:

- A member of staff who knows the candidate well will be asked to confirm the candidate's identity in writing to the Exams Officer
- For external candidates:
- The responsible adult who accompanied them at registration must be present to confirm their identity in writing
- If this is not possible, the Exams Officer will contact the awarding body for guidance before allowing the candidate to sit the examination

6.3 Advance Notice

All candidates will be informed of this procedure:

- At the time of registration/entry for examinations
- In writing, well before their first examination (at least 4 weeks)
- Through the candidate handbook/examination information provided by the school

7. Suspected Impersonation

If any member of staff suspects that a candidate is not who they claim to be, or that impersonation may be taking place:

7.1 During the Examination

- Allow the examination to proceed - Do not stop the candidate from completing the examination
- Do not inform the candidate of the suspicion at this stage
- Inform the Exams Officer and Head of School immediately (discreetly, without alerting the candidate)
- Monitor the candidate closely for the remainder of the examination

7.2 After the Examination

- The candidate's script must be kept separately and clearly identified

- The Exams Officer must report the incident to the relevant awarding body as soon as possible and within 24 hours
- A full written report must be completed, including:
 - Name of the suspected candidate
 - Date and time of the examination
 - Details of why impersonation is suspected
 - Names of all staff involved
 - Any evidence available
- The awarding body will provide guidance on next steps
- The candidate must not be informed of the suspicion until the awarding body has been consulted and has provided guidance

7.3 Investigation

- Running Deer School will cooperate fully with any investigation by the awarding body
- All relevant documentation and evidence will be provided as requested
- The outcome of the investigation will be communicated to the candidate in accordance with awarding body guidance

8. Recording and Documentation

8.1 Records to be Maintained

The Exams Officer will maintain the following records:

For all candidates:

- Seating plans with candidate names and candidate numbers
- Attendance registers for each examination session
- Any incidents or concerns regarding identity verification

For external candidates:

- Registration forms with candidate declarations
- Copies of photographic ID
- Identity verification logs (signed and dated confirmation that ID was checked on examination day)
- Any declarations from responsible adults (for candidates without photo ID)

For candidates wearing religious dress:

- Records of identity verification, including the name of the staff member who verified identity and the date

For suspected impersonation:

- Full written reports

- Correspondence with awarding bodies
- Outcomes of investigations

8.2 Where Records are Kept

- All records relating to candidate identity verification are stored securely in the Exams Secure Store (court street offices), which is accessible only to the Exams Officer, Head of School, and designated members of the Senior Leadership Team.

9. Data Protection and Retention

9.1 Data Protection Compliance

- Running Deer School processes personal data in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018.

Legal basis for processing:

- Legal obligation (compliance with JCQ requirements)
- Public task (provision of examinations)

Data processed:

- Candidate names, dates of birth, and candidate numbers
- Copies of photographic identification
- Photographs of candidates (where held on school systems)
- Identity verification records

9.2 Privacy Notice

All candidates (and parents/carers of candidates under 18) are provided with a privacy notice explaining:

- What personal data is collected
- Why it is collected
- How it is used
- How long it is retained
- Their rights regarding their personal data

9.3 Retention Period

Records relating to candidate identity verification are retained for:

- Copies of photographic ID: Until the deadline for enquiries about results (typically December following the summer examination series, or as specified by the awarding body)
- Identity verification logs and records: In line with the school's examination records retention schedule (typically 12 months after the examination series)

- Records relating to suspected impersonation or malpractice: Until the investigation is concluded and any appeals period has expired, or as directed by the awarding body
- After the retention period, all documents containing personal data are securely destroyed (shredded or securely deleted if electronic).

9.4 Candidate Rights

Candidates have the right to:

- Access their personal data (subject access request)
- Request correction of inaccurate data
- Request deletion of data (in certain circumstances)
- Object to processing (in certain circumstances)
- Requests should be made in writing to the Exams Officer or Head of School.

10. Roles and Responsibilities

10.1 Exams Officer

The Exams Officer is responsible for:

- Implementing this procedure
- Ensuring all staff involved in examinations are aware of and trained in this procedure
- Providing invigilators with seating plans, place cards, and necessary information
- Verifying and recording the identity of external candidates at registration and on examination day
- Maintaining secure records of identity verification
- Reporting any incidents or concerns to awarding bodies as required
- Ensuring compliance with JCQ requirements and data protection legislation

10.2 Head of School

The Head of School is responsible for:

- Overall oversight of examination procedures
- Ensuring this procedure is implemented effectively
- Supporting the Exams Officer in managing any incidents or concerns
- Liaison with awarding bodies in cases of suspected impersonation

10.3 Senior Leadership Team and Pastoral Team

Members of the Senior Leadership Team and Pastoral Team are responsible for:

- Verifying the identity of internal candidates through visual recognition
- Assisting with identity verification when concerns arise

- Confirming the identity of candidates in writing when required (e.g., candidates without photo ID, candidates wearing religious dress)

10.4 Invigilators

Invigilators are responsible for:

- Following the seating plan provided by the Exams Officer
- Ensuring candidates are seated in their designated places
- Being vigilant for any concerns regarding candidate identity
- Reporting any concerns immediately to the Exams Officer or Senior Leadership Team
- Following this procedure and any additional instructions provided by the Exams Officer

10.5 Reception Staff

Reception staff are responsible for:

- Receiving external candidates on examination day
- Checking photographic ID against records held
- Completing identity verification logs
- Escorting external candidates to and from examination rooms
- Reporting any concerns to the Exams Officer

11. Training Requirements

11.1 Who Requires Training

All staff involved in the examination process must receive training on this procedure, including:

- Exams Officer
- Invigilators
- Senior Leadership Team members
- Pastoral Team members
- Reception staff

11.2 Training Content

Training will cover:

- The purpose and importance of identity verification
- What constitutes acceptable photographic identification
- How to verify identity respectfully and in accordance with the Equality Act 2010
- Procedures for candidates wearing religious dress
- What to do if identity cannot be confirmed
- What to do if impersonation is suspected

- Data protection requirements
- Recording and documentation requirements

11.3 When Training is Provided

- All new staff involved in examinations will receive training as part of their induction
- All examination staff will receive refresher training at the start of each examination series (autumn, spring, and summer)
- Additional training will be provided if procedures change or if concerns arise

11.4 Training Records

The Exams Officer will maintain records of training provided, including:

- Date of training
- Names of staff who attended
- Content covered
- Name of trainer

12. Informing Candidates

12.1 Internal Candidates

- Internal candidates will be informed of identity verification procedures:
- Through the candidate handbook provided at the start of Year 11 (or when they begin examination courses)
- During assemblies or tutor time before the first examination session
- In writing, at least 4 weeks before their first examination (no November candidates are submitted)

12.2 External Candidates

- External candidates will be informed of identity verification procedures:
- At the time of registration
- In the confirmation letter/email sent after registration
- In the examination timetable and instructions sent at least 2 weeks before their first examination

12.3 Candidates Wearing Religious Dress

Candidates who wear religious dress covering the face will be informed:

- At the time of registration/entry
- In writing, at least 4 weeks before their first examination
- That they will be asked to verify their identity in a private room with a member of staff of the same gender

- That they may decline to remove their face covering, and alternative arrangements will be made
- 13. Review and Monitoring
- This procedure will be reviewed annually to ensure it remains compliant with JCQ requirements and current legislation.

The Exams Officer will monitor the effectiveness of this procedure by:

- Reviewing any incidents or concerns that arise
- Gathering feedback from staff and candidates
- Checking compliance with JCQ requirements during internal audits
- Reporting to the Head of School and Senior Leadership Team on any issues or improvements needed
- Any changes to JCQ requirements or relevant legislation will be incorporated into this procedure as soon as they come into effect.

14. Related Policies and Documents

This procedure should be read in conjunction with:

- Running Deer School Examinations Policy
- Data Protection Policy
- Equality and Diversity Policy
- Safeguarding Policy
- JCQ Instructions for Conducting Examinations (ICE) - current year

15. Contact Information

For queries about this procedure, please contact:

Exams Officer: Nick Hurst
 Email: Nicholas.Hurst@runningdeer.org.uk
 Telephone: 01647 440005

Head of School: Geraldine Carter
 Email: Geraldine.carter@runningdeer.org.uk
 Telephone: 01647 400201

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