



**BROOKTHORPE  
HALL SCHOOL**

# **Candidate Identification Procedure 2025/26**

Brookthorpe Hall School  
part of  
**Options Autism**

## Candidate Identification Procedure

Centre name	Brookthorpe Hall School
Centre number	
Date procedures first created	15/11/2024
Current procedures approved by	Jon Bell
Current procedures reviewed by	Chloe Boothman
Date of next review	30/11/2026

### Key staff involved in the procedures

Role	Name
Head of centre	Jon Bell
Senior leader(s)	Louise Waller: Deputy Headteacher Curriculum Sabrina Chowdhury: Deputy Headteacher (Inclusion) & SENDCo
Exams Officer	Chloe Boothman
Other staff (if applicable)	Admissions

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 Brookthorpe Hall School are managed in accordance with current requirements and regulations.

References in this procedure to GR and ICE refer to the **JCQ publications General Regulations for Approved Centres** and **Instructions for conducting examinations**.

## **Purpose of the procedure**

The purpose of this procedure is to confirm that Brookthorpe Hall School:

- verifies the identity of all students that it enters for examinations or assessments (GR 5.6)
  - has processes in place to be satisfied that 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 Brookthorpe Hall School is checked as part of the initial registration process. (GR 5.6)

The process is:

- Admissions confirm the candidates' identity in liaison with their local authority before putting on school roll. Admission details including EHCPs are held on iSAMS. All pupils of Brookthorpe Hall School have an EHCP.

### **Private candidates**

The identity of students (private candidates), not on roll at a centre but who may be accepted to take examinations, must be checked by a verification process which involves photo-ID. (GR 5.6)

At Brookthorpe Hall School:

- Candidate must provide proof of address and need (EHCP) before being entered for an exam. Where available, candidates should provide photo ID.

## **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)

The arrangements at Brookthorpe Hall School are:

- Where an Invigilator is used who does not know the candidate, the Exams officer or another member of 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. Desk cards are used with candidate name and number.

The following measures are also in place:

- A private/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/registered for the examination/assessment, e.g. passport or photographic driving licence (ICE 16.2)
- 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 16.3)
- Invigilators will be informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded (ICE 16.4)

### **3. Roles and responsibilities**

#### **The role of the exams office/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)

#### **Private Candidates:**

Brookthorpe Hall School currently does not accept private candidates.