



650. EOTAS Procedure for identifying all candidates at the time of examinations

Date adopted: November 2025
Next review: November 2026

See EOTAS policy control document (held by the Business Manager) for status, notes and actions pertaining to this policy



EOTAS Procedure for Exams 2025/2026

Version	Status	Date	Title of Reviewer	Purpose/Outcome
1.0	Adopted	December 2024	Headteacher	Adoption of EOTAS Procedure for Exams 2023/24
2.0	Amended	September 2025	Exams officer	Amended section in relation to Private candidates



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Procedure for identifying all Candidates at the time of examinations

Centre name	EOTAS Swindon
Centre number	66542
Date procedure first created	29/09/2023
Current procedure approved by	Juliette Baldwin
Current procedure reviewed by	Michelle Jennings
Date of review	18/09/2025
Date of next review	02/09/2024

Key staff involved in the procedure

Role	Name
Head of centre	Juliette Baldwin
Senior leader(s)	Kate Hooper Eleanor Hatchett Ioana Scanlon
Exams Officer	Michelle Jennings
Other staff (if applicable)	Evan James

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 EOTAS Swindon 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 EOTAS Swindon:

- 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 EOTAS Swindon is checked as part of the initial registration process. (GR 5.6)

The process is:

- Head of College will be present at the start of exams to ensure the identity of each candidate before entering the exam room.

Private candidates

The identity of any student who has not received any tuition at EOTAS Swindon 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 EOTAS Swindon:

- Private candidates will be identified using formal identification with a photo,



Passport, provisional driving license. The Head of EOTAS or a member of the Senior Leadership Team will be present at the time of checking before the candidate enters the exam room.

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 EOTAS Swindon is:

- Staff who invigilate exams will know candidates and therefore are able to support the identification of a candidate before entering the exam room.
- Private candidates will bring a form of photographic ID to ensure the candidate is identified correctly prior to entering the exam room.

The following arrangements 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. 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/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 16.5)
- 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)
- 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:

All center staff are involved in supporting the identification of candidates in exams and will report any issues to the HOC.



Changes 2024/2025

(Updated) References to sections of ICE 16 where these have been changed in ICE 2024-2025.

(Changed) Heading Procedures to verify candidate identity at the time of the examination/assessment to Procedure detailing how the identity of all candidates sitting examinations is confirmed to reflect the re-wording in ICE 16.1.

(Updated) Various bullet points to reflect slight wording changes in various sections of ICE 16. Centre-specific changes Upon review small changes have been made in relation to private candidates Sept 2025

