KING WILLIAM'S COLLEGE

King William's College

Identifying Candidates Procedure

Last Reviewed: 10/26

Next Review Due: 10/27

Stuart Corrie (Deputy Head)
Karen Brew (Exams Officer)

In accordance with the requirements of section 16.1 of the "JCQ Instructions for conducting examinations Effective from 1 September 2026", King William's College has this written procedure which details how the identity of all candidates sitting examinations will be confirmed.

Invigilators must establish the identity of all candidates sitting examinations, in accordance with this written procedure.

A copy of this procedure will be placed in the exam folder in each exam room.

Invigilators will be advised of the following during in-house training:

- The candidates have photocards placed on their exam desks before they enter the exam room.
- There will also be a photograph of each candidate in the exam room folder.
- The invigilator should walk round when completing the attendance register and check the candidate photo against their appearance.
- The invigilator should notify the Exams Officer immediately if they have any doubts about a candidate's identify.
- The Exams Officer will then request that the Head of Year or Deputy Head (whose subject is not being examined), attend the room for the purpose of identifying the candidate. Their presence in exam rooms for this purpose has been agreed and authorised by the Head of Centre.
- For private or external candidates or a transferred candidate who is not known to the school the Exams Officer or Exams Assistant will verify the candidate's identity by viewing their **original** official photographic documentary evidence, which the candidate will provide 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 **before** they are admitted to the exam room.
- 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, then taken to a private room and politely asked to remove the religious clothing for identification purposes. The Exams Officer will inform individual candidates in advance of this procedure and well before their first examination. Once identification has been established, the candidate should replace their religious clothing and proceed as normal to sit the examination.
- Invigilators are informed of the identity of those candidates with access arrangements and made aware of the access arrangements awarded prior to the exam. This information will also be on the Seating Plan and in the exam room folder.