



Pendle Education Trust



Policy:

Procedures to identify candidates (exams)

This is part of the Exams Policy

Senior Manager Responsible:

G Stephenson

Assistant Principal

Trust Approval:

Review Date: January 2026

Next Review Date: January 2027



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Key staff involved in the policy

Role	Name(s)
Head of centre	J Pilkington
Exams officer	E Bannister
Senior leader(s)	G Stephenson

Purpose of the policy

This policy details how Colne Primet Academy verifies the identity of all candidates at the time of the examinations or assessment. It is included in the exams policy.

Candidate Identification Procedure

Procedures for internal candidates:

Internal candidates are students who are on the roll of Colne Primet Academy. The following procedures will be used:

- The exam seating plan is a common plan for all examinations. This is displayed outside the exam venue and all invigilators will have a copy. The seating plan will have the candidate's legal name and candidate number. Desks in the hall will also be labelled to show full name and candidate number.
- A member of the Senior Leadership team and the Exams Officer will be at the start of every exam to check the students.
- A set of photographs of the candidates is printed and available for the invigilators to confirm the identity of students.

Procedures for external candidates:

Refer to [GR](#) (5.6, 5.9) and [ICE](#) (16)

External candidates are not on roll at Colne Primet Academy. If we are approached to be a centre for external candidates, the following procedures will be used:

- Prior to the examinations proof of identity will be requested in the form of a passport or other photo identification to prove identity. A copy of this will be made and stored until the examinations.



- On the day of an examination the photocopy of the photo will be used to confirm the identity of the candidate before the exam begins.

Exams officer

- Ensures the procedure is followed to verify the identity of all candidates
- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded)

Invigilators

- Follow the procedure provided by the EO which details how the identity of all candidates sitting exams will be confirmed
- Seat candidates in exam rooms as instructed by the EO/on the seating plan

