



Lincoln Minster School
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Candidate Identification Procedure

Lincoln Minster School

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Centre name	Lincoln Minster School
Centre number	26138
Date procedure first created	02/11/2023
Current procedure approved by	Nicholas Boot
Current procedure reviewed by	Abbie Eke
Date of review	23/03/2026
Date of next review	18/09/2026

Key staff involved in the procedure

Role	Name
Head of centre	Charlotte Brigden
Senior leader(s)	Charlotte Brigden - Acting Head Nicholas Boot - Assistant Head (Academic Progress)
Exams officer	Hannah Vincent
Other staff (if applicable)	Rachael Gladwin- Head of Year 11 Lydia Robinson - Head of KS5

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 Lincoln Minster School 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 Lincoln Minster 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 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 Lincoln Minster School is checked as part of the initial registration process. (GR 5.6)

The process is:

- Students are required to provide photographic ID in the form of a passport when they register with the school and a photo of the student is recorded on the school's MIS when they start. If photographic ID is not available then other suitable ID, normally a birth certificate is required.

Private candidates

The identity of any student who has not received any tuition at Lincoln Minster School 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 Lincoln Minster School :

- Private candidates will be required to show valid photographic ID when they meet with the examinations officer to register. At the same meeting a photo of the candidate will be taken to allow an exam card to be produced to aid with subsequent identification.

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 Lincoln Minster School is:

- The majority of candidate will be well known by the Examinations Officer as they are also a teacher in the centre. In the case of candidates that the Examination Officer has not taught they will use photos to familiarise themselves with the candidates The Examination Officer will be present at the start of each exam to identify candidates as they enter and to verify to the invigilators that they are correctly identified.

The following arrangements are also in place:

- A photocard with the candidate details and the photo taken at the time of registration will be produced for all private candidates and placed on their desk, thus allowing easy identification of the candidate.
- 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 or 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 or registered for the examination or 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 16.6-7)
- 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:

Not applicable

Changes 2025/2026

(Updated) Bullet points to reflect slight wording changes in ICE 16.5

Centre-specific changes

Staff roles updated.