Carshalton High School for Girls

Examinations: Identification of Students Policy

2026/27 JCQ Compliance Review: This policy has been updated to align with current JCQ General Regulations, Instructions for Conducting Examinations (ICE), candidate identification requirements, malpractice prevention arrangements, and GDPR expectations. References to JCQ guidance should be interpreted as the current version in force for the relevant academic year.

Reviewed and Agreed by Carshalton Local Governing Body:	Autumn 2026
Next Review:	Autumn 2027

Policy Notes may be subject to review and revision at any time by the Carshalton Local Governing Body notwithstanding that the next review date has not been reached.

Review dates are for guidance only and whilst the intention is always to arrange reviews within the stated time frame all Policy Notes will remain in force until this has taken place and been formally approved by the Carshalton Local Governing Body.

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1. Introduction

This policy outlines the procedures for identifying students during examinations to ensure the integrity and security of the examination process. It complies with the guidelines set out by the Joint Council for Qualifications (JCQ) and is designed to prevent any misidentification or fraudulent behavior in the examination environment.

2. Purpose

The purpose of this policy is to:

- Ensure that all students are properly identified during examinations.
- Prevent any instances of impersonation or incorrect student identification.
- Comply with JCQ regulations, ensuring that all students are fairly and accurately identified.

3. Student Identification Requirements

In order to ensure the correct identification of students, the following procedures will be implemented:

3.1 Identity Verification Before Entering the Examination Room

- Internal Year 11 students wear their CHSG school uniform to the exam.
- All students are met by their Head of Year and Pastoral team (consisting of Assistant Head of Year, Pastoral Support Officer and tutors) to confirm identity.
- All students must sign in at the student entrance (Y11) or 'tap in' in the 6th Form common room. Calls go home to any student who has not arrived fifteen minutes before an exam.
- Senior Leaders and the subject Heads of Department meet all students before they enter the exam to wish them luck.

3.2 Checking ID in the Examination room

- A seating plan is created, and all students sit in the same seat for every exam. A copy of the seating plan is held on Exams Assist with the Exams Manager and a printed copy is put in the exam room.
- Candidate ID cards are placed on each desk, which include the centre number, student photo, candidate name and candidate number.
- Invigilators check each student against their candidate card.
- Students are asked to ensure candidate cards are visible on the examination desk to be checked by the invigilators.
- The student's name will be cross-checked with the examination seating plan and the register before the exam commences.

3.3 Seating Arrangements

Seating Plans: each student will be assigned a specific seat for the examination. Seating arrangements are based on the student's personal information as recorded in the examination register.

The seating plan will include the student's name and an assigned candidate card for easy identification. This helps invigilators ensure that students are seated in their correct place.

3.4 External Candidates (Private/Transferred Students)

External candidates are required to present valid photographic identification before each examination. Acceptable identification includes a passport, photocard driving licence or other officially issued photo identification.

Any retained identification records must be stored securely and retained only in accordance with the school data retention policy and UK GDPR requirements.

The Exams Manager or a designated member of staff verifies the identity of external candidates in person on each exam day.

4. Procedures for Handling Identity Issues

4.1 Mismatch in Identification

If there are concerns about a student not matching the information on the seating plan candidate card, the student will be asked to verify their details with the Examination Manager. In case of unresolved discrepancies, the student may be prevented from starting the exam until the Head of Year, a member of the pastoral team

or Senior Leader has confirmed identity. Should identification not be confirmed then the student will be prevented from taking the examination and the matter will be referred to the relevant examination boards.

4.2 Lost or Forgotten ID

If an external student loses their ID or forgets to bring it on the day of the examination, the student must immediately inform the Examination Manager. The Examination Manager will make arrangements for identity verification, possibly by referring to the student's previous records and any other identification available. Students without proper identification may be barred from sitting the exam until the issue is resolved.

5. Access to the Examination Room

5.1 Admission Procedure

Students enter the examination room in a calm and controlled system of row by row entry. This also allows the Head of Year and Senior Leaders to look at all students entering the exam. Students sit at the correct location where their candidate card is placed.

5.2 Security Checks

Security arrangements will be conducted in accordance with current JCQ regulations. Candidates must store unauthorised items outside the examination room and any checks must be carried out respectfully, consistently and in line with centre procedures.

6. Student Privacy and Data Protection

6.1 Confidentiality:

All student information, including identification details, will be handled in strict compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

6.2 Limited Disclosure

Identification information will only be disclosed to the necessary personnel (i.e., invigilators, Examination Manager) in relation to the examination.

7. Invigilator Training

All invigilators will receive training on the identification procedures outlined in this policy and will be fully aware of the steps to take if a student cannot be identified or there is an issue with their identification.

8. Compliance and Monitoring

The policy will be reviewed annually and following any significant JCQ regulatory update to ensure continued compliance.

9. Conclusion

This policy ensures that all students are properly identified and seated according to JCQ regulations, maintaining the integrity of the examination process. It ensures fairness and accuracy in the identification process, preventing any potential issues that could undermine the validity of the examination.