



Malden Oaks
School & Tuition service

Making the **MOST** of every day

Procedures to verify the identity of all candidates at the time of the examination or assessment

Responsible: Exams Manager

Date reviewed: January 2026

Centre name	Malden Oaks School and Tuition Service
Centre number	14408
Date process first created	09/04/2024
Current process approved by	Headteacher
Current process reviewed by	Exams Manager
Date of next review	21/01/2027

Key staff involved in the process

Role	Name
Headteacher	Samantha Axbey
Senior leader(s)	Nick Smith, Ayse Meliz, Kelly Swaffield, Bryan Molin, Carly Briggs, Sarah Pfutzner, Nicky McLachlan.
Exams officer	Stephen Shorey
Other staff (if applicable)	NA

This process is reviewed and updated annually to ensure compliance with current requirements and regulations.

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Purpose of the Procedure

The purpose of this procedure is to detail 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. This will ensure the integrity of the examination process.

Scope

This procedure applies to all staff members involved in the examination process, including teachers, invigilators, and administrative personnel.

Responsibilities

- Staff: Must promptly make their Head of School or members of SLT aware of any difficulties identifying students. A seating plan, including attendance, will be completed for all rooms by the invigilator.
- The Head of Centre will ensure that appropriate arrangements are in place so that invigilators can carry out adequate checks on the identity of all candidates.
- Senior members of centre staff and/or Heads of school are authorised by the head of centre to be present at the start of the examination to assist with the identification of candidates.

Identification of Students

Malden Oaks students will be well-known by the staff in the provision they sit exams without the need to show identification.

We do not usually have Private/external candidates or a transferred candidate who is not known to the school. If we do, they must 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.

We do not have issues with identifying candidates due to the wearing of religious clothing. If it were 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 should be politely asked to remove the religious clothing for identification purposes. We will inform candidates in advance of this procedure and before their first examination. Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.

Invigilators will be informed of those candidates with access arrangements in their exam packs. Through training, we ensure invigilators are aware of the procedures for verifying the identity of all candidates at the time of the examination or assessment.

Review

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 Malden Oaks are managed in accordance with current requirements and regulations.

References

[JCQ Instructions for conducting examinations 2025-2026](#)

[JCQ Adjustments for candidates with disabilities and learning difficulties Access Arrangements and Reasonable Adjustments 2025-2026](#)