

Beech Lodge School
Candidate Identification Procedure
2024/2025

This policy is reviewed annually to ensure compliance with current regulations.

Approved/reviewed by	James Thorpe
Date of next review	September 2025

Key staff involved in the procedure

Role	Names
Proprietor	Daniela Shanly
Head of Centre	James Thorpe
SENCo	Sara Doherty
SLT members	Daniela Shanly, Lucy Barnes, Dan Gillespie, James Thorpe, Jack Rider
Teaching staff	All staff
Access arrangement facilitator/Exams Officer	Sara Doherty/Shelley Hopper

Purpose of the procedure

The purpose of this procedure is to confirm that Beech Lodge 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 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 Beech Lodge School is checked as part of the initial registration process. (GR 5.6)

The process is:

- Beech Lodge is a small alternative provision. The identity of every student is known by all members of staff within the school.
- A majority of students at Beech Lodge have an EHCP, and background information is supplied by a child's Local Authority. Students identities are confirmed through information sharing with LA's.
- Families of students who are privately funded are required to supply background information and, where applicable, a range of assessments/reports demonstrating a need for specialist education. Student identities are confirmed during this initial information sharing process.

Private candidates

Beech Lodge is a school for alternative provision, and all of our students will have either special educational learning needs or social, emotional and mental health issues. Due to the nature of our students' difficulties, we do not permit private candidates to take exams at this centre, other than for former pupils within a year of leaving Beech Lodge. All staff at Beech Lodge know the identity of every student who is sitting exams.

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 Beech Lodge School is:

- Beech Lodge is a small alternative provision. The identity of every student is known by all members of staff within the school.

The following arrangements are also in place:

- 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)

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)

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)