



Candidate Identification Procedure

Jumeirah English Speaking School

Candidate Identification Procedure

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| Centre Name | Jumeirah English Speaking School |
| Centre Number | 91526 |
| Date procedure first created | 12/10/2023 |
| Current procedure approved by | Stephen Green |
| Current procedure reviewed by | Richard Malpass |
| Date of next review | 31/01/2025 |

Key staff involved in the procedure

| Role | Name |
|-----------------------------|-----------------------------------|
| Head of Centre | Shane O'Brien |
| Senior leader(s) | Stephen Green Richards Malpass |
| Exams officer | Marizane West |
| Other staff (if applicable) | Brendan Reilly |

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 Jumeirah English Speaking School are managed in accordance with current requirements and regulations.

References in this procedure to GR and ICE refer to the JCQ publications **General Regulations for Approved Centres** and **Instructions for conducting examinations**.

Purpose of the procedure

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

The process is:

- When a student is enrolled at Jumeirah English Speaking School, the school will request a passport copy, visa copy and Emirates ID of all students. These details will have to coincide with the the details provided on the student registration.

Private candidates

The identity of students (private candidates), not on roll at a centre but who may be accepted to take examinations, must be checked by a verification process which involves photo-ID. (GR 5.6)

At Jumeirah English Speaking School:

- We do not allow any private candidates at Jumeirah English Speaking School

2. Procedures to verify candidate identity at the time of the examination/assessment

Invigilators are able to establish the identity of all candidates sitting examinations by following the arrangements in place to carry out adequate checks. (ICE 16.1)

The arrangements at Jumeirah English Speaking School are:

- Before the start of every exam, candidates are gathered in a central location, here candidates will be addressed before the exam by their subject teacher and or Head of year 11. They will be responsible for identifying candidates and to send students in according to the seating plan. In every exam room there will be a candidate card on every desk, every candidate card will have the candidate number, candidate name and last name as well as a candidate picture, this is for invigilators to be able to identify candidates.

The following measures are also in place:

- Jumeirah English Speaking School do not allow private candidates
- 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 16.3)
- Invigilators will be informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded (ICE 16.4)

3. Roles and Responsibilities

The role of the exams office/officer

- Through training, ensure invigilators are aware of the procedures for verifying the identity of all candidates at the time of the examination or assessment (ICE 16.1)
- Jumeirah English Speaking School do not allow private candidates
- 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 16.3)
- 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 16.4)

Additional responsibilities:

Changes 2023/2024

No changes applicable

Centre-specific changes