

Ysgol Aberconwy



Identifying Candidates in exams and controlled assessments

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ISSUE NO: 1

THIS POLICY HAS BEEN APPROVED BY THE FULL GOVERNING BODY

Signed:

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LT Link : GM2

Introduction

This policy has been developed in line with the statutory regulations and guidance issued by the Joint Council for Qualifications (JCQ), which apply to all centres conducting public examinations and non-examined assessments. The JCQ requires centres to have clear, consistent, and auditable procedures in place to establish the identity of all candidates sitting assessments, thereby ensuring that assessments are conducted fairly, securely, and in accordance with national standards.

At Ysgol Aberconwy, the identification of candidates is a fundamental part of maintaining the integrity of the examination process. It ensures that the correct candidates are entered for, and complete, the correct assessments, while safeguarding against malpractice and protecting the rights of all learners.

This policy outlines the procedures by which staff at the school identify candidates before and during examinations and controlled assessments, in compliance with JCQ Instructions for Conducting Examinations (ICE). It also reflects our duty to treat all candidates with dignity and respect, including making appropriate and sensitive arrangements for those whose religious or cultural practices require particular consideration.

By setting out these procedures clearly, the school demonstrates its commitment to upholding JCQ requirements, ensuring the validity of all assessments, and supporting the smooth and secure running of examinations.

Seating and Identifying Candidates in Exam Rooms

- A permanent member of staff identifies candidates as they enter the exam rooms.
- The Exams Officer will generate a seating plan prior to the exam in conjunction with the Deputy Headteacher and administrative support staff.
- Candidates wearing religious clothing, such as a veil, are approached by a member of staff of the same gender and taken to a private room where they are politely asked to remove the religious clothing for identification purposes. Candidates are informed in advance of this procedure and well before their first examination. Once identification has been established, the candidate replaces, for example, their veil, and proceeds as normal to sit the examination.
- Once the exam is underway, the Invigilator will verify the candidate is in the correct seat and complete the seating plan.
- External candidates must bring a form of ID which is retained digitally until the results are released and all appeals about results are concluded. We do not have external candidates.

Seating and Identifying Candidates for Controlled Assessments

- Prior to the start of the assessment, the presiding teacher will take a register of candidates present.
- If unsure of the identification of any of the candidates, the invigilator will check with a permanent member of staff.

Absent exam candidates

- Candidates are identified as missing as they are being checked on the way to the exam room.
- Once the exam is underway, Lead Invigilator will move along each of the tables, verify the candidate on the card to the one seating and complete the seating plan.
- The Exams Officer and Roving Invigilator check with the invigilators in every exam room for absent candidates.
- The head of year is made aware and co-ordinates phone calls to parents to arrange pick-ups, via taxi or through a safeguarding official.
- The Exams Officer can apply for special consideration on behalf of the candidate if they have a legitimate reason and provided they meet the minimum criteria.
- If there is no legitimate reason, the candidate will be marked as absent and score an X for that paper. They may then be charged the entry fee for those exams missed.

Candidates arriving late for exams

- Candidate is met at reception by the Exams Officer or Invigilator
- EO or invigilator advises the candidate they are under strict exam conditions
- Candidate is then taken to the room and a convenient seat is found (usually at the back so not to disturb the others)
- Invigilator should complete the remainder of the card details and the new seat number, together with the correct start and end time
- Candidate is given the full time to complete the exam
- The incident is recorded on the exam room incident log.

Candidates arriving VERY late for exams

- If a candidate arrives more than one hour late they will be given the full allocated time and allowed to complete their exam but they will be warned that the exam boards may not accept their work.
- The Exams Officer will complete a JCQ Very Late Arrival Form and submit it to the relevant awarding body.

Food and Drink in an exam room

- Candidates are only allowed in a clear plastic bottle into the exam room
- Candidates are told to remove all labels from the bottle and the bottles are checked at the door by the invigilators on entry
- Candidates who bring in anything other than water will have it taken away from them and returned at the end of the exam

- Candidates with any medical needs which require them to have anything different will have permission granted by the Exams Officer on producing medical evidence (these candidates will be sat at the back of the room where possible).