



Candidate Identification Procedure 2025-2026 (EXAMS)

Turning Point Academy

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Centre name	Turning Point Academy
Centre number	34634
Date procedure first created	29/01/2026
Current procedure approved by	Mike Marshall
Current procedure reviewed by	Claire Hand
Date of review	30/11/2025
Date of next review	30/11/2026

Key staff involved in the procedure

Role	Name
Head of centre	Mike Marshall
Senior leader(s)	Anthony Riley Tracy Douglas
Exams officer	Claire Hand
Other staff (if applicable)	Paul Jones (Lead IV BTEC) Rena Wright (SLT) Hannah Griffiths (SLT) Lisa Hesketh (SLT)

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 Turning Point Academy are managed in accordance with current requirements and regulations.

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

Purpose of the procedure

The purpose of this procedure is to confirm that Turning Point Academy:

- verifies the identity of all students that it enters for examinations or assessments (GR 5.6)
- has processes in place to be satisfied 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 Turning Point Academy is checked as part of the initial registration process. (GR 5.6)

The process is:

- We have robust procedures in place for verifying the identification of all pupils on entry to the school. The school has a separate admissions policy (non exam specific).

On entry all pupils –

Have an Education, Health and Care Plan and are referred to the school by Local Authority Council's.

Most pupils enter the school with a transition plan, which involves significant liaison with their previous school before they start attending TPA, involving face to face visits. The school has a separate 'Transition Policy.'

Parents complete an admission form for the school, and their birth certificates are checked in advance of entry.

All pupils come with a UPN (Unique Pupil Number), which is their personal identification number that follows them through their education. This is checked using the Learner Records Service.

The school subscribes to the Learner Records Service and ensures that in Year 9 (or as soon as after that if they are admitted to the school after Year 9), a Unique Learner Number (ULN) is applied for and generated.

The Principal or School Officer Manager undertake this work.

The ULN becomes their unique identifying number for examinations and all future accredited learning from Year 9 and into adult life.

At entry for examinations candidates are further allocated a unique centre generated candidate number (4 digits) and a unique candidate identifier number (UCI) the centre generated candidate number is attached to the designated table at which the pupil is allocated to sit at during the exam and identified on the exam rooms seating plan.

Private candidates

The identity of any student who has not received any tuition at Turning Point Academy but who may be accepted to enter examinations as a private candidate will be checked by a verification process which involves photo-ID. (GR 5.6)

At Turning Point Academy:

- This process is not applicable to the centre as private candidates are not accepted.

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 Turning Point Academy is:

- Agency or external staff are NOT used to invigilate examinations. All staff involved with examinations know the pupils well in advance and are very familiar with their appearance.
- Most students are collected from their home address on exam days by centre transport. On arrival they are gathered in the school hub where an attendance register is completed. Members of SLT, the exams officer and invigilation staff are available on arrival to identify students. Students are dismissed from the hub following the collection of unauthorised materials with their invigilator to their allocated room where they will sit according to the seating plan.
- A name label, including candidate number and any agreed access arrangements is secured to their designated table.

We do not allow mid-year admissions to Year 11 after December, which means all pupils sitting examinations are already well known to staff in advance.

The school do not allow private candidates to sit examinations with us.

The following arrangements are also in place:

- Private or external candidates are not entered for examination at the centre.
- 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)
- Prior to the examination, inform a private or external candidate or a transferred candidate who is not known to the centre that they must show photographic documentary evidence to prove that they are the same person who entered or registered for the examination or assessment, e.g. passport or photographic driving licence. (ICE 16.5)

- 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 16.6-7)
- 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)

Additional responsibilities:

N/A

Changes 2025/2026

(Updated) Bullet points to reflect slight wording changes in ICE 16.5

Centre-specific changes

Upon review there is no centre specific changes 2025-26