Identification of Candidates Policy

The JCQ requires centres to verify the identity of all candidates. The centre will uphold this requirement in the following ways:

Internal Candidates

Every Internal student has a laminated card on their exam table showing the students name, photo and exam number.

If, after consulting the photographs, there is any doubt in the identification of a student, the relevant pastoral officer will be asked to verify the identity in question.

External Candidates

External candidates will be informed at point of entry of the need to bring photographic ID (ideally passport or driving licence) to any assessment.

If external candidates fail to bring ID they will not be permitted to sit the assessment.

A register will be taken in each examination room, to include both internal and external candidates.

If there is any doubt as to a candidate's identity this will be reported to the relevant awarding body.

Head of centre: **Date:**

Mr Andrew Johnson   **January 2026**

Review: January 2027