

# **Candidate Identification Procedure**

Bristol Hospital Education Service

## Candidate Identification Procedure

Centre name	Bristol Hospital Education Service
Centre number	50618
Date procedure first created	23/01/2024
Current procedure approved by	Philippa Scholar
Current procedure reviewed by	Philippa Scholar
Date of review	10/12/2025
Date of next review	01/12/2026

## Key staff involved in the procedure

Role	Name
Head of centre	Philippa Scholar
Senior leader(s)	Andrew langley, Gareth manson
Exams officer	Ruth Harding
Other staff (if applicable)	Sian Rees

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 Bristol Hospital Education Service 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 Bristol Hospital Education Service:

- 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 Bristol Hospital Education Service is checked as part of the initial registration process. (GR 5.6)

The process is:

- Student's are referred to BHES by both their school and NHS. The school has checked their identity via the candidate's UPN. NHS staff check identity via the candidate's NHS number.

### **Private candidates**

The identity of any student who has not received any tuition at Bristol Hospital Education Service 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 Bristol Hospital Education Service:

- Our policy is not to accept private candidates

## **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 Bristol Hospital Education Service is:

- A photograph of every candidate is stored on the BHES MIS. Invigilators are required to examine the photograph before leaving the building with the paper for off site candidates.  
On site examinations are invigilated by staff who know the candidates.  
If the candidate does not usually attend classes the invigilator is required to check their identity on the BHES MIS.

The following arrangements are also in place:

- A private or external candidate or a transferred candidate who is not known to the centre will be asked to show photographic documentary evidence to prove that they are the same person who entered or registered for the examination or assessment, e.g. a passport or photographic driving licence (ICE 16.5)
- 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:

Not applicable

**Changes 2025/2026**

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

**Centre-specific changes**