

West Lancashire College

Procedures to verify the identity of all candidates 2026-27

Purpose of the procedure

The purpose of this procedure is to confirm that West Lancashire College verifies the identity of all students entered for examinations or assessments. The College has processes in place to be satisfied that all candidate identities have been checked.

The College has written procedures in place to verify the identity of all candidates at the time of the examination or assessment in accordance with current JCQ regulations.

1. Process to check candidate identity

- Internal candidates: The identity of students on roll at West Lancashire College is checked as part of the initial enrolment process.
- Candidates complete an enrolment form with Learner Services and identification is checked at this point.

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

- Invigilators must be able to establish the identity of all candidates sitting examinations by following the arrangements in place to carry out adequate identity checks in accordance with the current JCQ Instructions for Conducting Examinations.
- All students undertaking examinations are required to wear their college lanyard. This is checked by an invigilator as candidates enter the examination room. College ID cards must then be placed on the desk so names and photographs can be checked against the seating plan during the first 15 minutes of the examination.
- Students are not permitted to sit an examination without appropriate identification.
- Where religious clothing prevents identification, a member of staff of the same gender as the candidate will take the candidate to a private room to verify identity in accordance with current JCQ regulations.
- Any student arriving without a college ID card will be directed to Student Services. A replacement ID may be issued, or a member of college staff able to verify the candidate identity may confirm the identity to the invigilator.
- Where a candidate identity cannot be established, the Exams Officer or a designated senior member of staff will be consulted before the candidate is permitted to sit the examination.

3. Roles and Responsibilities - Exams 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 in accordance with the current JCQ Instructions for Conducting Examinations.
- Inform candidates prior to their first examination that where it is impossible to identify a candidate due to the wearing of religious clothing, 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 clothing for identification purposes only.
- Prior to the examination, brief invigilators on candidates with approved access arrangements and make invigilators aware of the arrangements awarded.

4. Private Candidates

- It is the College policy not to accept private candidates.