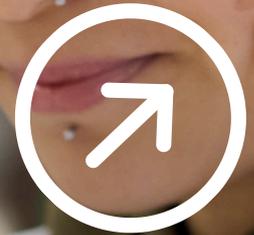




LONDON
MATHS & SCIENCE
COLLEGE

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Candidate Identity Verification Procedure Examinations and Assessments

London Maths & Science College

167 Commercial Road, London, E1 2DA

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Effective date: 21 February 2026

Review date: 21 February 2027

Procedure owner: Anis Zaman, Director (Exams Officer)

Head of Centre: Eman Ahamed

Designated Safeguarding Lead (DSL): Stephen Montford, Head of Mathematics

Deputy DSL: Eman Ahamed

Data Protection Officer (DPO): Eman Ahamed

Site: 167 Commercial Road, London, E1 2DA

Exam rooms: 301, 302, 303

Applies to: All candidates sitting any examination or formal assessment at LMSC, including paper-based exams, on-screen exams delivered under JCQ arrangements, Functional Skills (where applicable), and any other awarding body assessments delivered at LMSC that require identity checks.

Regulatory alignment: JCQ requires centres to have a written process to verify candidate identity. This procedure is designed to be used for every exam session as part of the exam room admission and register process. (jcq.org.uk)

1. Purpose

This procedure ensures that:

- the correct candidate sits the correct assessment;
 - impersonation risk is controlled;
 - identity checks are consistent, auditable and proportionate;
 - checks are conducted respectfully, fairly and in line with data protection expectations.
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2. Principles

LMSC will:

1. verify identity **at the time of the exam/assessment** for all candidates, using a risk-based approach suitable for a small centre;
 2. maintain accurate registers and seating plans that match candidate identity;
 3. escalate any uncertainty immediately and prevent the assessment proceeding until identity is verified;
 4. handle identity information securely and minimise unnecessary data collection.
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3. Roles and responsibilities

3.1 Exams Officer

- owns and enforces this procedure;
- ensures candidate identification records (photos/ID types where used) are available securely for exam day verification;
- briefs invigilators and Lead Invigilators on the identity verification steps;
- leads responses to identity discrepancies and reports issues where required.

3.2 Head of Centre

- supports enforcement decisions where identity cannot be verified promptly;
- authorises escalation where there is suspected impersonation or fraud.

3.3 Lead Invigilator (Room 301/302/303)

- conducts the identity check process at admission and during the exam;
- ensures the attendance register is completed only after identity is confirmed;
- escalates immediately if identity is not confirmed.

3.4 Invigilators

- support identity checking at entry and during seating;
- remain vigilant for suspicious behaviour or candidate swaps.

3.5 Data Protection Officer

- ensures identity-related information is handled lawfully and securely;
 - advises on retention and disposal of identity evidence/records.
-

4. Identity evidence accepted by LMSC

LMSC uses the following hierarchy of identity verification methods.

4.1 Primary method: LMSC enrolment record and photo verification

For enrolled students, LMSC verifies identity using:

- the candidate's enrolment record and **stored photo** (where held); and
- the candidate being **personally known** to staff conducting the exam (where applicable).

4.2 Secondary method: Photo ID

Where a candidate is not personally known to the invigilator team, or where risk indicators apply, the candidate must present **photo ID**, such as:

- passport;
- UK photocard driving licence;
- national identity card (where applicable);
- other government-issued photo ID.

4.3 Tertiary method: LMSC-issued ID card (if issued)

Where LMSC issues student ID cards with a photo, these may be used as supporting evidence.

4.4 Additional verification (where needed)

Where identity remains uncertain, LMSC may use:

- confirmation by a senior member of staff who knows the student (e.g., DSL, Head of Centre);
- verification against additional enrolment information (date of birth, address on record) without recording unnecessary data.

5. Standard exam-day identity verification process (all sessions)

This process is mandatory for every exam session in Rooms 301–303.

5.1 Pre-session preparation (Exams Officer)

Before candidate entry:

1. Print the awarding body attendance register for the session and prepare the seating plan.
2. Provide Lead Invigilators with:
 - the register with candidate numbers and names;
 - seating plan template;
 - access arrangements list (where applicable);
 - access to candidate photo list/secure photo record method approved by DPO.

5.2 Admission checks at the exam room door

Lead Invigilator / Invigilator will:

1. check the candidate's name against the register as they arrive;
2. direct the candidate to their allocated seat (candidate number-based seating plan);
3. visually confirm identity by:
 - recognising the student (where personally known), and/or
 - matching to enrolment photo, and/or
 - checking an approved photo ID (where required).

5.3 Identity confirmation in the room

After seating:

- The Lead Invigilator conducts a visual sweep to ensure the seated candidate matches the expected candidate list.
- For any candidate not personally known to staff, the Lead Invigilator confirms that photo ID has been checked or enrolment photo verification has been completed.

5.4 Completing the attendance register

- A candidate is marked “present” only after identity has been verified.
- Late arrivals are handled in line with the centre late arrival procedure, including identity verification before admission.

6. Enhanced checks (mandatory triggers)

LMSC applies enhanced checks (photo ID required) in any of the following circumstances:

- private candidate or external candidate sitting at LMSC;
- candidate is new to the centre or not personally known to invigilators;
- candidate’s appearance differs materially from the enrolment photo;
- any concern raised about possible impersonation;
- on-screen tests where awarding body/test regime requires photo ID verification at check-in.

7. Handling identity discrepancies or concerns

7.1 If identity cannot be verified immediately

If identity cannot be verified at admission:

1. The candidate must not be seated to start the assessment.
2. The Lead Invigilator informs the Exams Officer immediately.

3. The candidate is supervised outside the room (or in a designated supervised area) to prevent contact with phones/notes and to maintain integrity.
4. The Exams Officer attempts verification using secure records and senior staff confirmation.

7.2 If identity remains unverified

If identity cannot be verified promptly and satisfactorily:

- the Exams Officer, in consultation with the Head of Centre, will decide whether the candidate may sit the assessment under controlled conditions or must be refused entry (decision recorded).
- where impersonation is suspected, LMSC will treat the matter as suspected malpractice and follow the Malpractice and Maladministration Policy and awarding body reporting requirements.

7.3 If impersonation is suspected during the exam

- The Lead Invigilator informs the Exams Officer immediately.
- The candidate is kept under supervision and the exam proceeds only if doing so will preserve evidence and avoid disruption, as directed by the Exams Officer.
- Evidence is preserved (seating plan, register notes, statements, any ID presented).
- LMSC escalates via awarding body malpractice procedures where applicable.

8. On-screen exam identity checks (where applicable)

For on-screen exams delivered under JCQ arrangements:

- the standard process above applies.

For other on-screen regimes (e.g., Pearson VUE), LMSC applies the test sponsor's check-in ID rules as the primary requirement, and records completion of the ID check in the session log.

9. Record keeping and retention

LMSC retains the following as evidence of identity verification for each session:

- attendance register (completed);
- seating plan;
- incident log entries where enhanced checks/discrepancies occur;
- written notes of any identity concern and the resolution.

LMSC does **not** routinely copy or retain full ID documents for standard sessions. If a serious identity concern arises, the Exams Officer will retain only the minimum necessary information to evidence verification and investigation actions, in consultation with the DPO.

10. Equality, dignity, and respectful practice

Identity checks will be conducted:

- consistently and without discrimination;
 - discreetly, to protect dignity and confidentiality;
 - with reasonable adjustments as required (e.g., communication needs).
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11. Monitoring and review

The Exams Officer will:

- brief invigilators each series on this procedure;
 - review any identity-related incidents and update controls where necessary;
 - audit session packs to confirm registers/seating plans are complete and any concerns were documented appropriately.
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12. Related LMSC policies and procedures

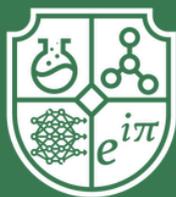
- Exam Room Conduct and Invigilation Policy
 - Exam Security Policy
 - Malpractice and Maladministration Policy
 - Access Arrangements Procedure
 - Data Protection Policy
 - Equalities Policy
-

13. Approval

This Candidate Identity Verification Procedure is approved by the Director of London Maths & Science College (LMSC) and is effective from **21 February 2026**.

Approved by: Anis Zaman, Director

Date approved: 21 February 2026



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