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# Verification of External Candidates Policy

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**Review date:** June 2025

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**Next review due:** April 2026

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**Led by:** Yola Christodoulou

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## Verification of External Candidates Policy

Greek Community School at St Cyprian's

**Effective Date:** 12 June 2025

**Review Date:** 11 June 2026

### 1. Purpose

This policy outlines the procedures for verifying the identity, eligibility, and suitability of external candidates who wish to sit for JCQ-regulated examinations at the Greek Community School at St Cyprian's. It ensures compliance with the Joint Council for Qualifications (JCQ) General Regulations, specifically concerning the integrity of the examination process and safeguarding responsibilities.

### 2. Scope

This policy applies to all external/private candidates who are not enrolled as full-time students at the school but wish to register for public examinations administered by the school as a JCQ-approved centre.

### 3. Definition of an External Candidate

An external candidate is any individual who:

- Is not currently on roll as a full-time or part-time student at the Greek Community School.
- Wishes to enter for GCSEs, A-levels, or other JCQ-regulated qualifications via the school.

### 4. JCQ Requirements

The JCQ requires centres to:

- Verify the identity of all candidates.
- Confirm that there are no safeguarding risks in accepting a private candidate.
- Ensure that external candidates understand and adhere to JCQ regulations and the centre's own policies.
- Maintain accurate records of the candidate's entry, access arrangements (if applicable), and exam conduct.

### 5. Application Process for External Candidates

#### 5.1 Application Form and Deadline

- All external candidates must complete the External Candidate Application Form.
- Applications must be submitted by [Deadline: typically, 1–2 months before exam board entry deadlines].

#### 5.2 Required Documentation

Candidates must provide the following:

- A valid form of photographic identification (e.g., passport, national ID card, UK driving licence).
- Proof of address (e.g., utility bill, bank statement dated within 3 months).
- Previous certificates or UCI (Unique Candidate Identifier) if re-sitting exams.

- DBS certificate (if the candidate is over 18 and likely to be in shared spaces with younger students), or a signed self-declaration form stating no criminal convictions or safeguarding concerns.
- Two references if required (e.g., from a teacher, employer, or other exam centre).

## **6. Safeguarding and Suitability Checks**

As required by JCQ (section 5.3 of the General Regulations):

- A Designated Safeguarding Lead (DSL) will assess whether accepting the candidate poses any risk to students or staff.
- The school reserves the right to refuse an application if there are:
  - Safeguarding concerns.
  - Concerns about compliance with JCQ regulations.
  - Concerns regarding the candidate's past exam conduct or behaviour.

## **7. Identity Verification on Exam Days**

- External candidates must present the same photographic ID used in registration on each exam day.
- The Exams Officer will maintain a record of verified IDs.

## **8. Access Arrangements**

- Any request for access arrangements (e.g., extra time, reader/scribe) must be supported by:
  - Appropriate evidence (e.g., a medical report or educational psychologist report).
  - Consent to process personal data as required under JCQ regulations and UK GDPR.

## **9. Fees and Payment**

- A non-refundable administration fee and exam entry fee must be paid in full prior to entry confirmation.
- A fee schedule will be provided with the application form.

## **10. Centre Expectations**

- External candidates are expected to:
  - Abide by JCQ rules for candidates.
  - Attend scheduled exams punctually.
  - Follow all instructions given by invigilators and centre staff.

Failure to comply may result in removal from the exam centre, reporting to JCQ, and disqualification.

## **11. Data Protection**

- All personal data is handled in accordance with UK GDPR and the school's Data Protection Policy.
- Data will be shared only as necessary with exam boards and regulators.

## **12. Policy Review**

This policy is reviewed annually by the Exams Officer and Designated Safeguarding Lead, or sooner if JCQ regulations change.

**Approved by:**

Georgia Yola Christodoulou, Headteacher  
12 June 2025

**Reviewed by:**

Maria Thanassa, Exams Officer  
Evi Papamichail , DSL