IDENTIFICATION OF EXAMINATION CANDIDATES' POLICY

Policy Owner: Head Office
Applies to: All candidates, teachers, centres and examiners
Review Cycle: Annual or following regulatory or operational change
Last updated: 8th February 2026

1. Purpose

This policy sets out how International Performing Arts & Theatre Limited (I-PATH) ensures the accurate identification of candidates undertaking examinations and assessments.

It ensures that:

- the correct candidate is assessed
- risks of impersonation or fraud are mitigated
- assessment outcomes are valid and reliable
- processes are fair, proportionate and auditable
- arrangements align with Ofqual expectations via the awarding organisation

2. Scope

This policy applies to all I-PATH assessments, including:

- graded examinations
- vocational graded examinations
- diplomas and certificates
- face-to-face examinations (F2F)
- live video examinations (LVE)
- recorded video examinations (RVE)
- written, project-based or podcast submissions

It applies to both regulated and unregulated qualifications and awards.

3. Principles of Candidate Identification

Candidate identification arrangements are based on the following principles:

- **Accuracy** - the candidate presenting is the individual entered
- **Proportionality** - requirements reflect candidate age, level and assessment risk
- **Consistency** - processes are applied uniformly across assessments
- **Auditability** - evidence of identification is recorded and retained
- **Fairness** - candidates are not unfairly disadvantaged

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4. Identification Requirements by Level

4.1 Grades 1-5 Examinations

For Grades 1-5, candidate identification is verified through:

- visual confirmation by the I-PATH Examiner
- confirmation by the teacher (where present)

This approach reflects the age and developmental stage of candidates while maintaining assurance of identity.

4.2 Grades 6-8, Vocational Grades and Diplomas

For Grades 6-8**,** Vocational Grades, and Diploma-level qualifications, candidates must present photographic identification at the point of sign-in.

Acceptable photo ID includes:

- passport
- driving licence
- student ID card
- travel pass
- official ID card

The examiner records the type of ID presented on the examination registration documentation.

5. Photographic ID Form (Where Photo ID Is Not Available)

Where a candidate is unable to present acceptable photo ID, they must provide a completed Photographic ID Form, which includes:

- a recent passport-style photograph
- verification and signature by:
    - a parent or carer, or
    - the teacher, or
    - another nominated responsible adult

This form is presented to the examiner on the examination day and recorded accordingly.

6. Live Video Examinations (LVE)

For live video examinations:

- candidates must present their photographic ID clearly to the camera at the start of the exam, or
- submit a Photographic ID Form in advance where ID is not available

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The examiner confirms identity verbally and records the verification.

7. Recorded Video Examinations (RVE)

For recorded video examinations:

- identification requirements must be met before submission, in line with RVE guidance
- recordings must clearly show the candidate and must not be edited or manipulated
- AI-generated content, deep fakes or digital alteration are strictly prohibited

I-PATH reserves the right to request additional verification where authenticity is in doubt.

8. Failure to Provide Identification

Where a candidate fails to provide the required identification on the day of examination:

- the candidate may still be permitted to complete the examination
- the candidate (or centre/teacher) must provide the required identification to I-PATH Head Office immediately after the exam

I-PATH reserves the right to:

- withhold results
- delay certification
- escalate the matter under the Malpractice and Maladministration Policy

until identity has been satisfactorily confirmed.

9. Recording and Retention of Identification Evidence

I-PATH:

- records confirmation of candidate identity as part of examination records
- does not routinely retain copies of identity documents unless required
- retains records securely and in line with data protection requirements
- makes records available for awarding-organisation audit where required

10. Safeguarding and Data Protection

All identification processes:

- respect learner dignity and privacy
- comply with safeguarding obligations
- are handled in accordance with:
    - data protection legislation
    - the Data Protection Policy

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- the Cyber Security Policy

11. Suspected Impersonation or Fraud

Where impersonation or identity concerns are suspected:

- the matter will be escalated immediately
- results may be withheld
- an investigation will be conducted under the Malpractice and Maladministration Policy

12. Related Policies

This policy should be read alongside:

- Assessment Policy
- Malpractice and Maladministration Policy
- Recording Videos for Educational Purposes Policy
- Academic Integrity Policy
- Safeguarding Policy
- Data Protection Policy
- Governance Framework

13. Contact

All queries relating to candidate identification should be directed to: info@i-path.org

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