

## **EXAM ENTRY & NAME DIFFERENCES**



The school information management systems will enable a student to be known by and use a preferred name / gender during their time at school. However, when exam and some assessment entries are made, the advice of the exam boards is to enter the student using their full legal name. There are several factors for this situation:

1. Often employers and further education will only accept exam certificates which directly correspond to an individual's legal forms of identification, such as a passport or birth certificate. Without this there is a significant risk that the exam results a student achieves would not be validated to them.
2. Personal learning record (PLR) is a permanent record of a person's qualifications and achievements. It's held by the Education and Skills Funding Agency (ESFA), which is an executive agency of the Department for Education (DfE). A Unique Learner Number (ULN) is made for every student 14 or over and the name and gender used will be the legal name and gender at that time. The unique learner number (ULN) is a unique 10-digit number and it's designed to work with the PLR as proof of your learning and achievements. The name / gender can only be changed in the Personal learning records if you provide the legal documents to support this, such as a deed poll.
3. As a JCQ member the school is required to follow JCQ's General Regulations for Approved Centres which includes in the regulations around entries (section 5.6) *The school has a requirement maintain a Unique Candidate Identifier (UCI) or Unique Learner Number (ULN) for each candidate entered for an examination or assessment and to ensure that the same UCI or ULN is used consistently for the candidate over time to enable aggregation of units and qualifications. We can only achieve this by using a student's legal name.*
4. AQA, OCR & Pearson exam boards (our main exam boards) will provide a replacement certificate free of charge if a student after examination changes name due to a change in gender identity. New certificates can be provided only once, and only when a name has been legally changed.

At St Peter's School a student's legal name will be used on the student's desk candidate card, exam registers and administration, and exam certificates. This enables us to track the candidate through the examination process and relate the results to a student's Personal learning record (PLR), Unique Candidate Identifier (UCI) and Unique Learner Number (ULN).

There is a requirement for a student to write their legal name (Entry Name) on each examination paper taken. This is essential for an exam board to associate the completed exam paper directly to the candidate entered. Without this accurately completed examination results could be delayed, or exam papers queried / challenged by the exam boards.

The school appreciates that perhaps a student may need to use a legal name they no longer associate with during the examinations, this can be overcome prior to examination entry with a legal name change.

To change the name of a child under 18 (with the agreement of everyone with parental responsibility) you can either:

- apply for an enrolled deed poll from the Royal Courts of Justice
- make an unenrolled deed poll (Under 16's)

If a student is 16 or over, they can choose to make their own unenrolled deed poll by using a specialist deed poll agency or a solicitor. More information can be found at:

<https://www.gov.uk/change-name-deed-poll/change-a-childs-name>

If you legally change a student's name the school can change details on the Personal Learning Record, school information systems and examination entries to be reflective of this name; if you provide the original legal documents to support this, such as your deed poll we will produce and retain a copy on file.

The school has a duty of responsibility to run the examination process in line with regulations and procedures which currently involves a system that relies on a traceable legal name in a similar manner as medical records, passports, and bank accounts in other aspects of life. We expect all students to comply with examination procedures and behaviour expectations.

By sharing the context of the current examination system with you, we hope you can support your child during their examinations with a level of understanding of why we and they cannot utilise preferred names.

If you would like to discuss this further, please contact the Exams Office.