

<p>TITLE</p>	<p>Candidate Identity Documentation Policy for English Language Exams</p>
<p>Objective</p>	<p>To provide guidance to candidates, registered exam centres ('centres') with Trinity College London ('Trinity'), parents/guardians or chaperones on the types of identity documentation ('ID') that will be accepted by Trinity in relation to the Trinity exams listed below.</p>
<p>Scope</p>	<p>This policy applies to all candidates and to all centres offering the following Trinity exams:</p> <ul style="list-style-type: none"> • GESE • ISE • ESOL Skills for Life <p>This policy does NOT apply to GESE and ISE exams being taken at Trinity SELT Centres, to which special rules apply. Please refer to the Candidate Identification and Security Policy for Trinity SELT Centres on the Trinity website for further information.</p>
<p>Forms of ID accepted by Trinity</p>	<p>Candidates aged 18 or over must present one form of photo ID. The same form of photo ID <u>MUST</u> be presented for all components of the exam.</p> <p>The only forms of photo ID accepted by Trinity are:</p> <ul style="list-style-type: none"> • current valid Passport • current valid National ID Card/residence permit or equivalent if it contains a photo • current valid full photo card Driving Licence • current valid Residence Permit (with photo) • current valid Biometric Residence Permit (with photo) • current valid Application Registration Card or Standard Acknowledgement Letter • Travel Document issued by the United Nations or Red Cross • Valid Vignette attached to an Immigration Status Document or a GV3 document <p>Candidates aged under 18 must present one form of photo ID as above or, if this is not available, identity must be confirmed:</p> <ul style="list-style-type: none"> • For centre-based exams: <ul style="list-style-type: none"> ◦ by the centre that is responsible for confirming candidate identity • For home-based exams: <ul style="list-style-type: none"> ◦ orally by the candidate's parent/guardian or chaperone at the start of the recording of their exam

	<p>Original forms of photo ID must be provided – copies will <u>NOT</u> be accepted. Letters confirming proof of ID (including from government officials, police or lawyers) will <u>NOT</u> be accepted.</p> <p>Candidates must be clearly identifiable from their photo ID. Trinity reserves the right to reject any photo ID presented to it by a candidate where the photo does not resemble the candidate or where Trinity may have doubts about the validity of the documentation. Such matters will be decided entirely at Trinity's reasonable discretion.</p>
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What happens if the ID is not provided or accepted	Where a candidate fails to provide an accepted form of photo ID or oral confirmation of ID (if applicable), or the ID presented is rejected by Trinity, the candidate will not be allowed to take their exam, or the exam will be voided subsequently by Trinity. Please note that the exam fee will not be refunded by Trinity.
What to do if the name of a candidate has changed due to marriage, divorce or deed poll	An original copy of a marriage, divorce or deed poll certificate can be presented with one of the accepted forms of ID should the candidate's enrolment name be different from that on the accepted form of ID, because the accepted form of ID has not yet been changed. The marriage, divorce or deed poll certificate MUST be presented alongside one of the accepted forms of ID at the time of examination.
Responsibilities of the Registered Exam Centre	It is the centre's responsibility to ensure that their candidates are aware of this policy and present a valid form of accepted photo ID or, in the case of candidates under 18, if this is not available, that the centre is able to confirm the candidate's identity; or, for home-based exams under 18, that the parents/guardians or chaperones provide oral confirmation of ID on the day of the exam if photo ID is not available.
Personal data	<p>It is the centre's responsibility as a data controller to ensure that rigorous procedures are in place for processing and retaining candidates' personal data on file.</p> <p>Any personal data collected by Trinity as part of this procedure will be stored securely at all times in accordance with Trinity's Data Protection Policy, Privacy Statement for Candidates and Data Retention Policy, which can be viewed here.</p>
Review	This policy is subject to the review of Trinity's discretion and/or as required by changes to legislation.
Effective Date	January 2016
Updated	January 2021
Date of next review	January 2022