

TITLE	Candidate Identification & Security Policy for Trinity SELT Centres
Objective	To provide guidance to candidates taking Secure English Language Tests (SELTs) on the types of identity documentation ('ID') that will be accepted and the ID security procedures that will be followed in order to conform to UK Home Office requirements.
Scope	<p>This policy concerns the following Trinity College London ('Trinity') exams, which are recognised by the UK Home Office for visa and immigration purposes as SELTs when taken under prescribed conditions concerning ID security:</p> <ul style="list-style-type: none"> • Graded Examinations in Spoken English (GESE) Grade 2, Grade 3 Grade 5 • Integrated Skills in English exams (ISE) <p>This policy applies to all candidates taking the above-listed exams at Trinity SELT Centres.</p>
Nature of the ID presented	<p>Candidates must present one form of ID. The same form of ID <u>MUST</u> be presented for all components of the exam.</p> <p>The ID presented on the day of the exam <u>MUST</u> be the same ID as is used for the candidate's online booking entry.</p> <p>Original forms of ID must be provided – copies will <u>NOT</u> be accepted. Letters confirming proof of ID (including from government officials, police or lawyers) will also <u>NOT</u> be accepted.</p> <p>Candidates must be clearly identifiable from their ID. Trinity reserves the right to reject any 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>
Forms of ID accepted by Trinity for Visas and Immigration	All candidates taking a SELT for <u>visa and immigration</u> purposes must provide the identification outlined in the following table:

	Valid passport, EEA/EU or Swiss National ID cards*	Valid Biometric Residence Permit**	Travel Document issued by the United Nations or the Red Cross	Valid Vignette attached to an Immigration Status Document or a GV3 Document	
	✓	✓	✓	✓	
<p>What happens if your ID is not accepted</p>	<p>Where candidates fail to provide a form of accepted ID or the ID presented is reasonably rejected by Trinity, candidates will not be allowed to take their exam. Please note that the exam fee will not be refundable by Trinity.</p>				
<p>What to do if your name has changed</p>	<p>An original copy of a Marriage Certificate or Deed Poll can be presented with the candidate's 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 Certificate or Deed Poll MUST be presented alongside one of the accepted forms for ID at the time of the exam.</p>				
<p>Additional security procedures</p>	<p>The following additional security procedures will apply to all exams taken at Trinity SELT Centres:</p> <ul style="list-style-type: none"> • Candidates must provide to the centre full details of the ID that they will submit on the exam day at the point of enrolment, including their nationality • The ID provided is valid and has not exceeded its expiry date (if applicable) • The centre will take a photo of the candidate on the exam day – as above, the person in the centre's photo must be recognisably the same person as the person appearing in the photo in the submitted ID 				

	<ul style="list-style-type: none"> • Candidates will be required to provide a signature on the exam day which must match the signature on the submitted ID • The centre must upload full details of the candidate's ID onto Trinity's IT platform, as directed by Trinity from time to time • The candidate's ID is checked at registration, prior to the test commencing and upon return to the testing environment following any planned/unplanned breaks
Retention and storage of personal data	All personal data collected as part of this procedure will be stored securely at all times, in accordance with Trinity's Data Protection Policy and Privacy Statement, which can be viewed here .
Certificates and Result Slips	<p>All successful candidates will be issued with a Trinity certificate which will include the following additional information:</p> <ul style="list-style-type: none"> • Type of photo ID provided at time of enrolment • Photo ID number • Nationality as shown on the ID presented
	PLEASE NOTE: It is not possible for Trinity to issue a replacement certificate with revised ID details.
How long is a certificate valid for?	All Trinity certificates are valid for life as evidence of the candidate's achievement and performance in a Trinity exam. However, where certificates are used for UK visa or immigration purposes, Trinity has recommended to the UK Home Office that, for security reasons, only certificates less than two years old should be accepted.
Disclaimer	If you are issued with a certificate, it does not mean that you will be successful in your application for a visa or immigration or citizenship. The exam result and certificate indicate your aptitude for the language element of a visa or immigration or citizenship application process but do not guarantee that you will be successful in your application.
Review	This policy is subject to review at Trinity's discretion and/or as required by changes to legislation and was last reviewed on 24 August 2016.
Effective Date	23 May 2018
Date of next review	23 May 2019

Document Owner and Approval

The Data Protection Officer is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements.

This policy was updated and approved by Trinity's Executive on 23 May 2018 and is issued on a version controlled basis under their signature.

Document History				
	Details of Amendments	Date	Owner	Approved
0.1	Policy updated to incorporate GDPR requirements	23 May 2018	Compliance Manager	
0.2				
0.3				