# Candidate Identification & Security Policy for Trinity SELT Centres

## Overview

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

This policy applies to all candidates taking SELTs at Trinity SELT Centres.

## Nature of the ID presented

Candidates must present one form of ID. The same form of ID **MUST** be presented for all components of the exam.

The **ID presented on the day of the exam** **MUST** be the same ID as is used for the candidate’s online booking entry.

Original forms of ID must be provided, and the ID must be valid on the day of the exam. Copies will **NOT** be accepted. Letters confirming proof of ID (including from government officials, police or lawyers) will also **NOT** be accepted.

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.

## Forms of ID accepted by Trinity for Visas and Immigration

All candidates taking a SELT at a Trinity SELT centre must present one form of ID from the following list:

- Passport
- Biometric Residence Permit
- Biometric Residence Card
- Identity card of EEA nationals*
- Convention Travel Document
- Stateless person’s Travel Document
- Travel Document issued by the United Nations
- Travel Document issued by the Red Cross

*The EEA includes the European Union (EU) countries and Iceland, Liechtenstein, Norway and Switzerland. European Union countries are: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovenia, Slovakia, Spain, Sweden.

In the event that candidates do not have the appropriate identification outlined in the above list, at the time of making the online booking, the candidate should contact UK Visas & Immigration at https://www.gov.uk/government/news/want-to-contact-uk-visas-and-immigration
<table>
<thead>
<tr>
<th><strong>What happens if your ID is not accepted?</strong></th>
<th>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.</th>
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<tbody>
<tr>
<td><strong>What to do if your name has changed</strong></td>
<td>If your name has changed and is now different from the name on the acceptable form of ID used on your online booking entry, you must present one of the following documents:</td>
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| • Marriage Certificate  
*If this document is not in English it must be accompanied by a certified English translation.*  
• UK Spouse Visa (within date) or on a Biometric Residence Permit (BRP)  
*Contained within a Passport or on a BRP with the name of the Spouse clearly identifiable to correspond with the details provided by candidate.*  
• Deed Poll Change of Name Document  
*Must be the official and original document clearly identifiable to correspond with the details provided by candidate.* |
| | The proof of ID document **MUST** be presented on exam day alongside the acceptable form for ID used on your online booking entry. |
| **Additional security procedures** | The following additional security procedures will apply to all exams taken at Trinity SELT Centres: |
| • The centre will check the candidate’s ID at registration, prior to the test commencing and upon return to the testing environment following any planned/unplanned breaks  
• The centre will take a photo of the candidate on the exam day  
• The centre will take a sample of the candidate’s signature on the exam day  
• The centre will take a voice sample from the candidate on the exam day  
• The centre will scan copies of the candidate’s ID onto Trinity’s IT platform |
| **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, Privacy Statement and Data Retention Policy which can be viewed [here](#). |
| **ID information provided on your certificate** | All successful candidates will be issued with a Trinity certificate which will include the following additional information: |
| • Type of ID provided at time of enrolment  
• 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. |
## Review
This policy is subject to review at Trinity’s discretion and/or as required by changes to legislation and was last reviewed on 21 April 2020.

### Effective Date
23 May 2018

### Date of next review
31 March 2021

## Document Owner and Approval
The Examinations Security Officer is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements.

## Document History

<table>
<thead>
<tr>
<th>Version</th>
<th>Details of Amendments</th>
<th>Date</th>
<th>Owner</th>
<th>Approved</th>
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<tbody>
<tr>
<td>0.1</td>
<td>Policy updated to incorporate GDPR requirements</td>
<td>23 May 2018</td>
<td>Compliance Manager</td>
<td></td>
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<tr>
<td>0.2</td>
<td>Policy reviewed and amended to comply with new concession requirements</td>
<td>21 April 2020</td>
<td>Examinations Security Officer</td>
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<td>0.3</td>
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