

# Candidate Identification & Security Policy for Trinity SELTs

## 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.

## 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 must present one form of ID from the following list:

- Passport
- UK Biometric Residence Permit
- UK Biometric Residence Card
- Identity card of EEA nationals\*
- Convention Travel Document
- Stateless person's Travel Document

*\*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>

### **What happens if your ID is not accepted**

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.

### **What to do if your name has changed**

From 18 June 2021, Trinity will not accept any supporting documents (marriage certificate, UK spouse visa or deed poll change of name document) as proof of a change of name.

From that date, Trinity will only accept enrolments in the name as shown on a valid acceptable identification document (see *Forms of ID accepted by Trinity above*). Therefore, if a candidate wishes to enrol using their new name, they must obtain an acceptable form of ID in the new name before making their enrolment.

Candidates who do not have a valid acceptable identification document in their new name should [Contact the Home Office](#).

### **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 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 1 August 2022.

## **Effective Date**

3 April 2023

## **Date of next review**

3 April 2024