

Candidate Identity Documentation Policy for English Language Exams

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Candidate Identity Documentation Policy for English Language Exams

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1. Scope

This policy applies to all candidates and to all centres offering the following Trinity College London exams:

- GESE
- ISE
- ESOL Skills for life

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.

2. Aims of the Policy

To provide guidance to candidates, Registered Exam Centres ('centres') with Trinity College London ('Trinity', 'us', 'we'), parents/guardians or chaperones on the type of identify documentation ('ID') that will be accepted by Trinity in relation to the Trinity exams listed below.

3. Forms of ID accepted by Trinity

Candidates aged 18 or over must present one form of photo ID. The same form of photo ID MUST be presented for all components of the exam.

The only forms of photo ID accepted by Trinity for **GESE** and **ISE** are:

- current valid passport
- current valid full photo card Driving Licence
- UK Biometric Residence Permit*
- UK Biometric Residence Card*
- Identity card of EEA nationals**

The only forms of photo ID accepted by Trinity for **ESOL Skills for Life** are:

- current valid Passport
- current valid full photo card Driving Licence
- UK Biometric Residence Permit*
- UK Biometric Residence Card*
- Identity card of EEA nationals**
- 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
- current UK eVisa
- current photo student ID (provided that Trinity is satisfied that an original form of ID was seen and accepted by the educational institution hosting the exam before being issued)

**If your UK Biometric Residence Permit (BRP) or Biometric Residence Card (BRC) expires on or after 31 December 2024, you can continue to use it up to 18 months after its expiry. You must bring your expired BRP or BRC card with you on the day of the test or you will be refused entry.*

***The EEA includes the European Union (EU) countries and Iceland, Liechtenstein, and Norway. 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, and Sweden. Identity cards of Switzerland are also accepted.

Candidates aged under 18 must present one form of photo ID as above or, if this is not available, identity must be confirmed:

- For centre-based exams:
 - by the centre that is responsible for confirming candidate identity
- For home-based exams:
 - through completion of the ID verification process prior to the exam by a parent or legal guardian. Appropriate evidence of guardianship must be submitted, such as a birth certificate, marriage certificate, or adoption records.

Original forms of photo ID must be provided – copies will NOT be accepted. Letters confirming proof of ID (including from government officials, police or lawyers) will NOT be accepted.

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.

4. UK eVisas

These should be checked and printed by centre staff ahead of the exam date. These should be placed on learners' desks for Reading & Written exams and presented to the examiner for Speaking and Listening exams.

5. 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.

6. 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.

7. 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.

8. Personal data

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.

Any person 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](#).

9. Change Control

9.1 Change History

The following changes have been made to this document:

Version	Date	Author	Change Summary
0.1	01.01.2016	General Counsel	Policy drafted
0.2	01.01.2021	Executive Director, Quality and Standards	Policy updated
0.3	28.05.2024	General Counsel	Formatting updated
0.4	14.02.2025	Compliance Manager	Updates made to reflect introduction of UK eVisas as an accepted form of ID
0.5	06.03.2025	Compliance Manager	Modified due to further updates
0.6	16.01.2026	Examinations Security Officer	Updates made to reflect changes in ID policy in home based exams for candidates under 18
0.6	22.01.2026	Examinations Security Officer	Updates made in ID policy to match wording used in SELT ID policy
0.6	02.02.2026	Examinations Security Officer	Updates made in ID policy to align acceptable forms of ID in GESE and ISE exams

9.2 Change Approval

The changes to this document have been approved by the following personnel:

Version	Date	Approver
0.1	01.01.2016	
0.2	01.01.2021	
0.3	18.06.2024	Policy Management Group
0.4	10.03.2025	Policy Management Group
0.5	22.09.2025	Policy Management Group
0.6	28/01/2026	Policy Management Group
0.6	18/02/26	Policy Management Group