

Candidate Identity Documentation Policy for English Language Exams

Document Owner:	Quality & Standards
Classification:	Public
Document Identifier:	POL_CandidateIDPolicyEnglishLangExams.docx
Internal/External use:	External
Approval:	Policy Management Group
Document Status:	FINAL
Version:	0.3
Date Issued:	01.01.2016
Last Review:	28.05.2024
Last Modified:	28.05.2024
Next Review:	28.05.2026

This document is intended for Trinity College London (TCL) personnel and authorised external parties. This document must be handled in accordance with the TCL classification policy

Candidate Identity Documentation Policy for English Language Exams

Printed copy of this document is uncontrolled and should not be relied upon as the most up to date version.

Table of Contents

Scope.....	3
Aims of the Policy.....	3
Forms of ID accepted by Trinity	3
What happens if the ID is not provided or accepted	4
What to do if the name of a candidate has changed due to marriage, divorce or deed poll.....	4
Responsibilities of the Registered Exam Centre	4
Change Control	4
Change History	4
Change Approval	4

Scope

This policy applies to all candidates and to all centres offering the following Trinity 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.

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.

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 are:

- 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

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:
 - orally by the candidate's parent/guardian or chaperone at the start of the recording of their exam

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.

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

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](#).

Change Control

Change History

The following changes have been made to this document:

Version	Date	Author	Change Summary
0.1	01.01.2016		Policy drafted
0.2	01.01.2021	Executive Director, Quality and Standards	Policy updated
0.3	28.05.2024	General Counsel	Formatting updated

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