

<p>TITLE</p>	<p>Candidate Identity Documentation Policy for English Language Exams taken in the UK and Ireland</p>
<p>Objective</p>	<p>To provide guidance to candidates and exam centres registered with Trinity College London ('Trinity') in the UK and Ireland on the types of identity documentation ('ID') that will be accepted by Trinity in relation to the Trinity exams listed below.</p>
<p>Scope</p>	<p>This policy concerns the following Trinity exams taken in the UK and Ireland:</p> <ul style="list-style-type: none"> • GESE Grade 2 and above • ISE Level I and above • All ESOL Skills for Life exams <p>This policy applies to all candidates taking the above-listed exams and to all Registered Exam Centres ('centres') offering them in the UK and Ireland. It is the centre's responsibility to ensure that their candidates are aware of this policy.</p> <p>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.</p>
<p>Forms of ID accepted by Trinity</p>	<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 only forms of ID accepted by Trinity are:</p> <ul style="list-style-type: none"> • current valid Passport • current valid National ID Card • current valid full photo card Driving Licence from any country within the European Economic Area or Switzerland • 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

	<p>Original forms of ID must be provided – copies will <u>NOT</u> be accepted. Likewise, letters confirming proof of ID (including from government officials, police or lawyers) will <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> <p>Exceptionally, Trinity may waive the requirement for one of the above forms of ID to be presented to the examiner and/or accept an alternative form of ID (such as a valid student ID card with photograph) where Trinity has received prior satisfactory assurances from the centre where the candidate is registered confirming that it has already checked the candidate’s ID by being presented with an original form of ID accepted by Trinity. To apply for a waiver, the centre should submit no later than three days before the day of the exam a Candidate ID Checking Waiver Application Form.</p>
<p>What happens if your ID is not accepted</p>	<p>Where candidates fail to present a form of accepted ID or that ID is reasonably rejected by Trinity, candidates 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 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 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 Certificate or Deed Poll <u>MUST</u> be presented alongside one of the accepted forms of ID at the time of examination.</p>
<p>Retention and storage of personal data</p>	<p>It is the centre’s responsibility to ensure that rigorous procedures are in place for recording and retaining candidates’ details on file. These records should contain information about the candidate ID presented to the examiner on the day of the exam.</p> <p>Trinity recommends that centres keep records of candidate ID for at least two years from the date of the Trinity exam. It should be noted that these records may contain sensitive personal data and should be kept secure at all times in accordance with Trinity’s Data Protection Policy.</p> <p>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.</p>

Review	This policy is subject to review at Trinity's discretion and/or as required by changes to legislation.
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				