

TITLE	Candidate Identity Documentation Policy for English Language Exams taken in the EU (excluding the UK and Ireland)
Objective	To provide guidance to candidates and registered exam centres ('centres') with Trinity College London ('Trinity') in the European Union (excluding 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.
Scope	<p>This policy applies to all candidates and to all registered exam centres ('centres') offering English Language exams outside of the UK and Ireland at level B1 of the Common European Framework of Reference (the 'CEFR') or above, namely:</p> <ul style="list-style-type: none"> • GESE Grade 5 and above • ISE Level I and above (for both modules) • SEW level 1 and above
Forms of ID accepted by Trinity	<p>Candidates aged 16 or above taking the B1 level exams listed above 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 <p>Original forms of ID must be provided – copies will <u>NOT</u> be accepted. 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>It is the centre's responsibility to make sure candidates sitting exams present a valid form of accepted ID on the day of the exam.</p>

What happens if the ID is not provided or accepted	Where a candidate fails to provide an accepted form of ID, 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 refundable by Trinity.
What to do if the name of a candidate has changed after marrying	An original copy of a Marriage 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 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.
Review	This policy is subject to the review of Trinity's Executive and/or as required by changes to legislation.
Effective Date	1 January 2016