

TITLE	Candidate Identification & Security Policy for SELTs
Objective	To provide guidance to candidates and centres registered with Trinity College London ('Trinity') to provide 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	<p>This policy concerns the following Trinity exams, which are recognised by the UK Home Office for visa and immigration purposes as SELTs when taken under prescribed conditions concerning ID security:</p> <ul style="list-style-type: none"> • Graded Examinations in Spoken English (GESE) Grade 2 and above • Integrated Skills in English exams (ISE) <p>This policy applies to all candidates taking the above-listed exams at Registered SELT Centres. It is the centre's responsibility to ensure that their candidates are aware of this policy.</p>
Forms of ID accepted by Trinity	<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>Candidates must present a valid form of ID which has been issued by the government of their country of origin and which contains the following features:</p> <ul style="list-style-type: none"> • a recent photo of the candidate • the candidate's signature • an expiry date <p>Accepted forms of ID are:</p> <ul style="list-style-type: none"> • current valid (signed) passport • current valid (signed) national identity card • current valid full photo card Driving Licence (including paper counterpart if provided) • Current valid Residence Permit (with photo) • Current valid Biometric Residence Permit with photo <p>Please note that for all candidates taking a SELT outside their country of origin <u>ONLY</u> a valid (signed) passport from the country of origin will be accepted.</p>

	<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 also <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>What to do if your name has changed</p>	<p>An original copy of a Marriage Certificate or Deed Poll can be presented with the candidate's 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 for ID at the time of the exam.</p>
<p>Additional security procedures</p>	<p>The following additional security procedures will apply to Registered SELT Centres:</p> <ul style="list-style-type: none"> • Candidates must provide to the centre full details of the ID that they will submit on the exam day at the point of enrolment, including their nationality • The centre will take a photo of the candidate on the exam day - as above, the person in the centre's photo must be recognisably the same person as the person appearing in the photo in the submitted ID • Candidates will be required to provide a signature on the exam day which must match the signature on the submitted ID <p>Candidates taking a SELT outside their country of origin will also be asked to provide evidence of recent travel to the country where they are taking their exam.</p>
<p>Retention and storage of copies of candidates' ID by centres</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 as well as the candidate's signature.</p> <p>Trinity recommends that centres keep records of candidate ID for at least two years from the date of the SELT. 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>Certificates and Result Slips</p>	<p>All successful candidates will be issued with a results slip (where applicable) and a Trinity certificate.</p> <p>Candidates who have taken an exam at a Registered SELT Centre and whose ID, photo and signature are deemed by Trinity to be valid and correct, will receive a certificate and/or results slip that includes the following additional information:</p> <ul style="list-style-type: none"> • Type of photo ID provided at time of enrolment • Photo ID number • Nationality as shown on the ID presented <p>PLEASE NOTE: <i>Trinity is unable to apply this policy retrospectively. Any requests received to add a photo ID or number on or after the exam date cannot be accepted by Trinity. Nor is it possible for Trinity to issue a replacement certificate with revised ID details.</i></p>
<p>How long is a certificate valid for?</p>	<p>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.</p>
<p>Disclaimer</p>	<p>Trinity accepts no responsibility whatsoever for any decision made by the UK Home Office with respect to any certificate or results slip issued by Trinity that is presented by a candidate to the UK Home Office for UK visa or immigration purposes.</p>
<p>Review</p>	<p>This policy is subject to review at Trinity's discretion and/or as required by changes to legislation.</p>
<p>Effective Date</p>	<p><i>22 April 2014</i></p>