

RECAO

# Policy Document

ID

Policy

### **Suitable photographic identification for examinations**

Candidates will not be admitted into examinations unless they produce suitable identification - this will normally be a passport. Where candidates do not possess a passport, some other form of identification may be acceptable, providing that it includes both the photograph and signature of the candidate (see list of Primary ID below).

**You must provide original documentation only- photocopies, photographs, or online copies will not be accepted.**

#### **Acceptable Primary ID:**

- Current valid passport
- Current full or provisional photo card driving licence;
- Current valid EEA Member State identity photo card/EU National ID Card
- Current valid national identity photo card for non-EEA foreign nationals;
- Current valid identity card issued by the Electoral Office for Northern Ireland.
- Biometric Residence Permit (UK)

Alternatively, two forms of identification, one with a photograph and the other with a signature, will be accepted (see list of Secondary ID).

#### **Acceptable Secondary ID:**

(Two forms of secondary ID will need to be shown together at least one of these MUST CONTAIN a photograph):

- valid student card with photograph;
- valid proof of age card with photograph (with PASS logo only)
- valid work ID Badge with photograph
- Birth Certificate (UK and Channel Islands)
- Adoption Certificate
- HM Forces Card
- Marriage/Civil Partnership Certificate

Additional forms of ID will be considered provided candidates contact RECAO **prior to 4 weeks** of an examination.

**Any decisions about accepting a certain form of ID will not be made on exam day/at exam door entrance**

If, for any reason, you have a face covering/religious attire you will be expected to remove the covering for RECAO staff to verify your identity. You will be able to request that someone of the same gender undertakes the check in a private space.