

# REC PROFESSIONALS ACCREDITED CENTRE

Policy Document:

Identification Policy

Dated: August 2021

The REC Professionals Accredited Centre (known as REC Professionals Centre) role is to successfully deliver qualifications certificated by REC's Awarding Organisation (RECAO).

As part of our commitment to quality standards and therefore protecting our learners, RECAO ensures that any regulatory requirements imposed upon us are met. REC Professionals' policies are integral to our approach and articulate in a consistent way how we meet our regulatory requirements. These are reviewed annually to ensure they remain fit for purpose.

## Suitable photographic identification for examinations

Candidates will not be permitted to take an examination unless they can produce suitable identification. This policy defines the types of suitable photographic identification for RECAO examinations. Invigilators will not make any decision to accept any non-listed forms of ID on examination day. The ID produced on examination day must be the same as the one used during registration.

Candidates must provide original documentation only - photocopies, photographs, or digital copies will not be accepted

### Acceptable ID:

- current valid passport; or
- British expired passport, if within 6 months of its expiry date; or
- current full or provisional photo card driving licence; or
- valid proof of age card with photograph with PASS logo; or
- current valid EEA Member State/EU National Identity photo card; or
- current valid national identity photo card for non-EEA foreign nationals; or
- current valid identity card issued by the Electoral Office for Northern Ireland; or
- biometric Residence Permit (UK); or • valid student card with photograph.

Additionally, should the name on the identification document differ from the name the candidate has registered with, the candidate will be expected to provide proof of the name change, such as a marriage/civil partnership certificate or deed poll.

Candidates wearing a face covering will be expected to remove the covering for the Invigilator to verify their identity. Candidates requiring an Invigilator of a specific gender in order to perform the check must inform the RECAO before their examination day.