

## **LONDON PROACTIVE Confirming the Identity of all Learners Procedure**

### **Confirming Identity Policy**

The Centre takes the identity of learners and their progress through their chosen LONDON PROACTIVE programme seriously. Therefore, in line with Active IQ requirements we are required to confirm the identity of all our learners.

**Learners must** show documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment. Two forms of I.D. are required prior to an exam to properly establish their identity.

### **Forms of I.D. which are acceptable**

#### **Acceptable Photo I.D:**

- Passport
- Drivers licence
- UK PASS card such as P.O. PASS card, "CitizenCard" photo I.D card or Young Scot card
- Student I.D. Card
- EU national identity card (unexpired)

#### **Acceptable Proof of address documents:**

- Bank Statement
- National Insurance Card / Letter
- Letter from DWP or HM Revenue & Customs showing NI number
- Utility Bill (No more than 3 months old)
- Credit Card Statement
- Mortgage Statement

All our assessors are required to carry out adequate checks on the identity of all learner candidates before a register of attendance can be completed and the learner is permitted to take the assessment.

When assessments are conducted in person, documentary evidence must be brought along on the day and shown to the assessor who will note evidence of this in the register of attendance.

When assessments are taken on-line the learner will be required to email copies of two forms of I.D. to the assessor 24 hours before the exam begins.

If a learner is unable to provide sufficient documentation on the day, then the assessment will be postponed until evidence can be provided. In extreme circumstances where identity cannot be verified using any of the documents listed above, the learner will not be allowed to take the assessment until Active IQ have been consulted and a fair way of verifying identity can be established.

In cases where it is impossible to identify a learner due to the wearing of religious face covering, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the face covering for identification purposes. Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the exam.

### **General data protection regulations**

In accordance with GDPR 2018, learners personal information and copies of their identification documents will be stored for identification purposes only on a secure hard drive for the duration of your course. On completion of your course, all personal data held will be deleted or destroyed.

Thank you for your contribution and commitment to making our procedure work.