Candidate Identification & Security Policy for Trinity College London SELT

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1.0 Scope
This policy applies to all candidates taking Secure English Language Tests (SELTs) with Trinity College London ("Trinity").

2.0 Aims of the Policy
To provide guidance to candidates taking 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 Visa & Immigration requirements.

3.0 Nature of the ID provided
Candidates must provide one form of ID. The same form of ID MUST be provided for all components of the exam.

The ID provided on the day of the exam MUST be the same ID as is used for the candidate's online booking entry.

Original forms of ID must be provided, and the ID must be valid on the day of the exam.

Copies will NOT be accepted. Letters confirming proof of ID (including from government officials, police or lawyers) will also NOT be accepted.

Candidates must be clearly identifiable from their ID. Trinity reserves the right to reject any ID provided 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.

4.0 Forms of ID accepted by Trinity for Visas and Immigration
All candidates taking a SELT must provide one form of ID from the following list:

- UK eVisa
- Passport
- Identity card of EEA nationals*
- Convention Travel Document
- Stateless person's Travel Document

**The EEA includes the European Union (EU) countries and Iceland, Liechtenstein, and Norway. European Union countries are: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovenia, Slovakia, Spain, and Sweden. Identity cards of Switzerland are also accepted.*

In the event that candidates do not have the appropriate identification outlined in the above list at the time of making the online booking, the candidate should contact UK Visas & Immigration at:

https://www.gov.uk/government/news/want-to-contact-uk-visas-and-immigration

5.0 What happens if your ID is not accepted

If you fail to provide a form of accepted ID or the ID provided is reasonably rejected by Trinity, you will not be allowed to take your exam. Please note that the exam fee will not be refundable by Trinity.

6.0 What to do if your name has changed

Trinity will NOT accept any supporting documents (marriage certificate, UK spouse visa or deed poll change of name document) as proof of a change of name.

Trinity will only accept enrolments in the name shown on a valid acceptable identification document (see *Forms of ID accepted by Trinity above*). Therefore, if you wish to enrol using your new name, you must obtain an acceptable form of ID in your new name before making your enrolment.

If you do not have a valid acceptable identification document in your new name, you should contact UK Visas & Immigration.

7.0 Additional security procedures

The following additional security procedures will apply to all exams taken at Trinity SELT Centres:

- The centre will check the candidate's ID at registration, prior to the test commencing and upon return to the testing environment following any planned/unplanned breaks
- The centre will take a photo of the candidate on the exam day
- The centre will take a sample of the candidate's signature on the exam day
- The centre will upload copies of the candidate's ID onto Trinity's IT platform

8.0 ID information provided on your certificate

All successful candidates will be issued with a Trinity certificate which will include the following additional information:

- Type of ID provided at time of enrolment
- ID number
- Nationality as shown on the ID provided

PLEASE NOTE: It is not possible for Trinity to issue a replacement certificate with revised ID details.

9.0 How long is a certificate valid for?

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.

10.0 Retention and storage of personal data

All personal data collected as part of this procedure will be stored securely at all times, in accordance with Trinity's Data Protection Policy, Privacy Statement and Data Retention Policy which can be viewed here.

11.0 Review

This Policy is subject to change or review at any time at the discretion of Trinity and/or as required by changes to legislation.

Change Control

Change History

The following changes have been made to this document:

Version	Date	Author	Change Summary
-	06/04/2020	SELT Leadership	Original Policy
1.0	1/12/2024	SELT Compliance Manager	Policy migrated to new template and updates made to reflect changes to BRP/BRC's
1.1	28/01/2025	SELT Compliance Manager	Updates made to reflect introduction of UK eVisas as an accepted form of ID
1.2	09/01/2026	SELT Compliance Manager	Update made to reflect changes to BRP/BRCs and when these can be accepted
1.3	22/05/2026	SELT Compliance Manager	Update made to reflect further changes to BRP/BRCs and when these can be accepted
1.4	26/10/2026	SELT Compliance Manager	Updated the list of Forms of ID accepted by Trinity for Visas and Immigration

Change Approval

The changes to this document have been approved by the following personnel:

Version	Date	Approver
1.0	10/12/2024	Policy Management Group
1.1	29/01/2025	Policy Management Group
1.2	20/01/2026	Policy Management Group
1.3	25/05/2026	Policy Management Group
1.4	26/10/2026	Policy Management Group