

# REC PROFESSIONALS ACCREDITED CENTRE

Policy Document:

Identification Policy

Dated: March 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 admitted to take an examination unless they can produce suitable identification. This policy sets out what is suitable photographic identification for RECAO examinations. The 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 Primary ID:**

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

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

### **Acceptable Secondary ID:**

Two forms of secondary ID will need to be shown together and 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.

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 undertake the check must let the RECAO know before their examination day.