Identification Policy

V2.7 February 2025

CONTENTS

This document forms part of our Management Systems and compliance is mandatory for all staff and contractors. If you find any weaknesses in the document or examples of non-compliance, please report it to the Compliance Team at compliance@bcs.uk .

1.   Policy

BCS aims to take reasonable steps to ensure the accurate identification of candidates taking our examinations. Identification (ID) requirements are strictly enforced and it is the candidate's responsibility to understand the requirements and provide valid identification as required.

2.   Scope

- All candidates taking a public examination
- All candidates who take the examination following a BCS professional certification course*;
- All candidates who take a BCS professional certification examination**;
- All candidates taking an oral examination;
- BCS approved trainers;
- Invigilators / Proctors / Exam supervisors / Oral Examiners;
- Certification Personnel within the Examination Institute (EI)

*For exams invigilated by the ATO using ZOOM, invigilators are required to check identification prior to the exam starting, so as not to shoe a candidates ID to the cohort on screen.

**(For Business Analysis and Solution Development modules where the examinations are accredited by BCS but delivered by the Examination Provider). It is the Examination Provider's responsibility to ensure that candidates who take BCS professional examinations provide suitable identification (as outlined below) before the examination. The Examination Provider will be required to sign the BSD3 candidate list to confirm that all candidate identifications have been checked. If a candidate has not provided suitable identification, then their results will be withheld until satisfactory evidence has been provided to BCS. BCS may check this process during the surveillance or audit visit.

3.   Acceptable Forms of Photographic Identification

Any official documentation which is current that includes photographic identification or a signature; the person's name may be used and can include (but not limited to:

- Passport
- Driving Licence
- Government issued Identification (if it includes the person's photo or signature)
- Military Identification (if it includes the person's photo or signature)
- Staff Identification (if it includes the person's photo or signature)
- National Identification card (if it includes the person's photo or signature)
- EEA (European Economic Area) member state Identification card
- UK/EU photo card
- Asylum Registration Card

The documentation must either be the original or a certified photocopy (see Section 4 below for more information)

4. Who can sign a photocopy of the original document?

This is the person who can counter sign the document to confirm the person in the photograph. The counter signatory should have known the applicant for at least two years.

The counter signatory should not:
- Be related to the applicant by birth or marriage
- Be in a personal relationship with the applicant
- Live at the same address as the applicant

Once this has been done then the photocopy will be certified and acceptable to BCS.

5. Validity of Identification

For the identification to be considered valid it must:

- Be current (not expired)
- Contain the applicant's name, signature and/or photograph*
- Be the original document or be a photocopy which has been certified according to the guidelines in Section 4.

*In instances where the name on the identification differs due to marriage, name change etc. the legal document that proves a change of name, i.e. marriage certificate, should be provided with the identification. This must be the original document or certified copy.

If a candidate does not have one of the photographic ID's stated above (Section 3) then refer to Section 6 for acceptable alternatives.

6. Acceptable forms of alternative identification

Evidencing **two** different types of identification from the following list:

- Financial Institution Statements E.g. Bank or Building Society Statement, Saving Account, Loan Documents (Dated within the last 3 months)
- Vehicle Registration or Title
- Utility Bill (Dated within the last 3 months)
- Valid Union Membership Card
- Valid Social Security Card
- Valid Health Security Card
- P45, P60 or payslip (Dated within the last 3 months)
- Marriage Certificate
- Birth Certificate
- Name Change from a Court Decree
- TV licence in your name and current address (Dated within the last 12 months)
- Mortgage statement (Dated within the last 3 months)
- Council Tax Statement Dated within the last 12 months)

Where a candidate is intending to use alternative identification, they must advise BCS either directly or through their training provider 10 days in advance of the exam date. Full details of the intended identification and the details of the exam being taken must be provided.

7. Validity of alternative Identification

For the identification to be considered valid it must:

- Be current (dated within the last 3 months or 12 months depending on the type of ID)
- Contain the applicant's name
- Be the original document or be a certified photocopy (as per section 4 of this document).

8. What if the candidate does not have valid ID at time of the exam?

For online classroom exams, if suitable identification is not produced before the examination, then candidates may still take the examination, but their results will not be released until suitable identification is provided to BCS.

The invigilator or oral examiner will then take a head and shoulder photograph of the candidate on their mobile phone and email the photograph to BCS so that this can be compared with the photographic evidence submitted with the candidate identification form.

The completed 'Candidate Identification' Form and certified copy of the photographic identification must be sent to BCS no later than 40 days after the examination date and must be scanned and sent to eprofessional@bcs.uk. If alternative identification is sent which is not certified photographic identification, this must be scanned and sent to eprofessional@bcs.uk.

9. When must identification be provided?

9.1. Remote Proctored Examinations

All candidates are required to show valid identification to the Examity proctor prior to their exam launching.

9.2. On Site Examinations (Exam immediately following the course)

It is the ATOs responsibility to ensure that all candidates provide suitable identification prior to taking the examination. ATOs can check the identification any time during the course or just before the examination, we do not prescribe how this process should be managed so long as the candidate's identification is verified and the same person taking the course is the same person who sits the examination. Records to show that the process has been undertaken should be kept for a period of 12 months for audit purposes. Please note that we do not require that you keep copies of the identification, just a record that their identification has been checked. BCS reserves the right to audit this process.

The appointed invigilator will be responsible for checking that all of the candidate identifications have been checked by the ATP by referring to the Tutor Verification form and ensuring that the ATP declaration has been signed and dated. They will ensure that all of the candidates' names have been ticked to show that their identification has been verified. If the ATP has not completed the Tutor Verification form, then it is the responsibility of the invigilator to complete the Candidate List and Invigilation Report. Re-sit candidates are also required to show identification.

9.3. On Site Examinations (Where there is a break between course and exam)

All candidates are required to show valid identification to the invigilator when signing in on the day of the examination. Re-sit candidates are also required to show identification.

9.4. Online Examinations

Specific identification requirements for online examinations taken at a Pearson VUE testing centre, training provider centre or via remote proctor will be provided to the candidate as part of the booking confirmation, however the standard requirement is for one form of primary identification. The ID needs to be valid (current) and include a photo or a signature.
Identification will be checked immediately prior to taking the examination by the supplier. Re-sit candidates are also required to show identification.

9.5. BCS Online Examinations

All candidates are required to show valid identification to the invigilator when signing in on the day of the examination. Re-sit candidates are also required to show identification. Use of alternative identification as described in section 6 must be pre-arranged and agreed with BCS at least 10 days in advance of the exam.

9.6. Oral Examinations

All candidates are required to show valid identification to the examiner just before the examination starts. Re-sit candidates are also required to show identification.

9.7. Invigilators

Invigilators will be asked to provide identification when they apply to BCS to become an invigilator. Approval to be an invigilator will only be given once suitable identification has been submitted and verified. Invigilators should carry ID with them at all times.
It is the ATPs responsibility to check the identification of staff who work for them. This will be checked at audit. (See Section 9.9)

9.8. Assessors / Auditors / Reviewers / Examiners

Assessors / Auditors / Reviewers / Examiners will be asked to provide identification when they apply to work on behalf of BCS. Approval to be an Assessor / Auditor / Reviewer / Examiner will only be given once suitable identification has been submitted and verified.

9.9. Trainers

The ATP will be responsible for ensuring that all trainers provide suitable evidence of their identity prior to delivering any training. BCS does not prescribe how this process should be managed so long as the trainer's identification is verified. All records should be kept for a period of 12 months for audit purposes. Records to show that the process has been undertaken should be kept for a period of 12 months for audit purposes. Please note that we do not require that you keep copies of the identification, just a record that their identification has been checked. BCS reserves the right to audit this process.

9.10. Certification Personnel within the Examination Institute (EI)

Staff, contractors and other personnel involved with the certification for the EI will be asked to provide identification once they have accepted a job offer / contract with BCS.

11.   Return / Disposal of Identification

In accordance with the Data Protection regulations, BCS only hold the information until the identification of the individual's identification has been verified.

Original identification should **not** be sent in to BCS as the documentation will be destroyed after confirmation, and BCS does not hold responsibility for any lost identification.

Any photocopied identification that is sent to BCS by post will be destroyed within one week of the identification of the individual having been verified.

Any scanned identification which is loaded onto the BCS system will be destroyed within one week of the identification of the individual having been verified.

12.   Review and Monitoring

BCS's Identification Policy is reviewed on an annual basis in line with departmental quality standards and regulatory criteria.

All departmental procedures, policies and working instructions are reviewed and updated on an annual basis.

For further information please contact:

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