

## How we check your identity when you take exams at City Lit

When you take an exam at City Lit, we need to check you are the person who has been registered. **Please bring your photo ID (photo identification document) to all exams.**

The exam invigilator will check that you and your photo ID match the information on the register. The name on your photo ID must be the same as the one you used to enrol on your course.

Your photo ID must show your full name, date of birth and a photo.

We will accept the following forms of photo ID:

- Passport
- European Union (EU) ID card
- UK Government ID card
- Biometric Residence Permit
- UK Photographic Driving Licence

Notes:

**You can still use your photo ID if it is out of date, but it must still look like you.**

**If you do not have any of the photo ID documents listed above, we will accept a letter confirming your identity, signed by a guarantor who has known you for at least 2 years.**

The guarantor can be someone from a recognised profession, such as a GP, a minister of religion, a magistrate, a solicitor, a bank manager, or your employer.

The letter must be written on official letterheaded paper and include:

- your full legal name
- your date of birth
- a passport size photograph of you, signed on the back by the guarantor, with the words: *'I certify that this is a true likeness of [name of student].'*
- the guarantor's job title and contact details.

Please email this letter and photo to [exams@citylit.ac.uk](mailto:exams@citylit.ac.uk) at least two weeks before the exam so we can check your details and tell the invigilator what to expect.

## What will happen if you arrive for an exam without any ID?

We do not want to stop you taking your exam, but we do need to follow the correct guidelines.

- Before the start of the exam, the invigilator will take a photo of you with your candidate number card or a sign showing your full name.
- The invigilator will tell the Exams Office team that you did not have your ID.
- You will need to email your photo ID to [exams@citylit.ac.uk](mailto:exams@citylit.ac.uk) as soon as possible and include the details of your exam.

We are regularly inspected by JCQ (Joint Council for Qualifications) and if we do not follow exam guidelines, we could lose our ability to offer exams in future. Exam inspectors sometimes ask to see student photo ID during visits.