

Before sitting an examination or part of any assessment that will contribute to a qualification, a private/external candidate or transferred candidate who is **not** known to the exam centre, school or college must show photographic documentary evidence (eg a passport or photographic driving licence) to prove they are the same person who is entered/registered for the examination or assessment.

If a candidate does not have photographic evidence, this form may be completed and provided to the centre **when an entry is made** instead. It should be retained by the Head of Centre or the Exams Officer, so the candidate's identity can be confirmed by centre invigilation staff before each examination or assessment. **Two** passport-sized photographs (one of which must be signed on the reverse by the person identified in part 3 below) must be included.

Part 1 (to be completed by the candidate or centre)

Candidate title (eg Miss or Mr)

Candidate first name

Candidate surname

Candidate date of birth (dd/mm/yyyy)

Centre number

Candidate number

Part 2 (declaration by the candidate)

I confirm that the photographs affixed here are a true and current likeness of myself and that I am the person referred to as the candidate in part 1 above.

Signature

Date

Affix photo here by pin, staple or paperclip.
Do not use glue.

Affix photo here by pin, staple or paperclip.
Do not use glue.

The reverse of one photograph above must be signed by the person signing the declaration in **part 3**.

Part 3 **must** be completed by a Head of an Education Centre, Police Officer, Minister of religion, Family Doctor, Senior Public Person or Professional Person who knows the candidate.

Part 3 - for professional persons

A Head of an Education Centre, Police Officer, Minister of religion, Family Doctor, Senior Public Person or Professional Person, who knows the candidate, must:

- sign the back of one of the candidate's photograph,
- state the number of years they have known the candidate,
- complete and sign the fields below.

Number of years the candidate has
been known to the person below

Title (e.g. Miss or Mr)

First name

Surname

Address

Telephone number

Profession

I declare that the photograph signed by me and affixed on page 1 is a true likeness of the candidate identified in part 1.

Signature

Date

Centres **must** keep the original copy of this form at the centre. It must be used to visually check the candidate's identity against the entry details for the candidate every time they sit an examination/assessment.

You need only complete one copy of this form per candidate.

You do not need to complete a new form for every session in which the candidate sits an examination.