UAT-UK Candidate Admission and Photo ID Policy

1. Admission Rules

<u>For those testing in a centre:</u>

1.1 Candidates should arrive 30 minutes ahead of their scheduled test time. This will provide adequate time to complete the Pearson VUE sign-in procedures.

1.2 If you arrive more than 15 minutes late for your appointment, you may be refused admission, and the test fees will be forfeited. The same applies if you miss your test appointment entirely.

1.3 At the test centre, you must present:

- <u>One</u> form of original (no photocopies or photographs), unexpired, photographic ID that meets the requirements of this policy. **Please see below for accepted forms of ID.**

- Your appointment confirmation email from Pearson VUE (electronic or printed)

1.4 If you are unable to present the required identification, you will not be allowed to test.

1.5 No personal items may be taken into the testing room. This includes all bags, books not authorised by the sponsor, notes, phones, pagers, watches and wallets.

<u>For those testing via OnVUE (online proctored service):</u>

1.6 Candidates should ensure that they:
- Find a quiet, disruption-free, well-lit space.
- Have a clear desk and use only one monitor.
- Adequately and appropriately test the space, computer, and internet connection which they plan to use on their test day. It

is recommended that candidates test on a personal computer with a webcam. Candidates should not sit a test in a setting with a corporate firewall (including VPN).

- Alert their Network Administrator to the OnVUE system requirements if sitting in an office or public space.
- Make sure the internet connection is reliable, and fast enough to download the exam and support a webcam stream.

1.7   You will be required to take four photos of their testing space during check-in. We recommend using a mobile device.

1.8   Candidates should log in **30 minutes** ahead of their scheduled test time to start the check-in process and allow for troubleshooting.

1.9   If you are more than **15 minutes** late after your scheduled exam time, you will be unable to begin your exam and the test fees will be forfeited.

1.10   You may not access unauthorized materials, i.e. mobile devices, watches, or anything else not on UAT-UKs list of permitted comfort aids.

1.11   No one else should appear through the webcam during the exam and no voices should be heard. Candidates are not permitted to speak aloud during exam.

1.12   You must present one form of original (no photocopies or photographs), unexpired, photographic ID that exactly matches the first and last name used to register for the test and shows your signature. **Please refer to section 2 for accepted forms of ID**.

1.13   If you are unable to present the required identification, you will not be allowed to test.

2. Accepted Forms of Photo ID

2.1   Candidates will be asked to present one form of ID that meets the stated requirement and is listed as an accepted government-issued ID under clause 2.6, for those testing in a test centre, or clause 2.9 for those permitted to sit an online proctored test.

2.2   If you have any questions or concerns about the ID you are required to bring with you to the testing centre for admittance for your exam please contact **Pearson VUE Customer Services**.

For those testing in a centre:

2.3   All IDs must exactly match the first and last name used to register for the test. It must be in date, original and include your photo and signature.

2.4   All IDs required must be issued by the country in which you are testing.

2.5   If you do not have the qualifying ID issued from the country you are testing in, an International Travel Passport from your country of citizenship is required.

2.6   Valid forms of ID:

- **Passport** - accepted at any test centre.
- **Photo-card driver's licence** (full or provisional) - accepted in the country of issue.
- **EU ID card** - accepted in EU test centres (not the UK).
- **Government issued ID card** - accepted in the country of issue.

2.7   ID that does not include your visible signature, will ONLY be accepted if presented together with an unexpired bank or credit card that has your printed name and visible signature. This also applies in the case of child passports signed by a parent.

For those testing via OnVUE (online proctored service):

2.8   All IDs must exactly match the first and last name used to register for the test. It must be in date, original and include your photo and signature.

2.9   Valid forms of ID:

- **Passport**
- **Photo-card driver's licence** (full or provisional)
- **Identification Card** (national, state or province ID card)
- **Registration Card** (green card or permanent resident/visa)

2.10   For test-takers under 18 years of age, a parent or guardian must present their own ID during check-in and give consent for the test-taker to be

recorded. If they have one, the test-taker must also present a government-issued ID. If they do not, a student ID will suffice.

2.11 By law, certain IDs must not be photocopied, digitized, or captured on camera. Because of this, Pearson VUE cannot accept restricted IDs (including but not limited to U.S. military or certain secure access IDs) as identification for online testing.

2.12 We cannot accept ID from countries where OnVUE delivery is restricted: Cuba, Iran, North Korea, Sudan, Syria, Russia, Belarus and regions of Ukraine (Donetsk, Luhansk, Sevastopol, Crimea).

3. ID Exemptions

3.1 Candidates will be refused entry to the test room if they fail to provide an accepted form of ID at their scheduled test booking.

3.2 However, for candidates based in the UK, without a current passport or driving licence, UAT-UK will accept one of the following two exceptions to the requirements in 2.6 and/or 2.9:

    3.2.1 A letter from the candidate's school or college, on headed paper, displaying a recent photograph of the candidate. This must be emailed to us from a school or college mailbox with a date and signature of a relevant member of staff. Once a candidate has requested an exemption, UAT-UK will provide an email address for this to be sent to us directly.

    3.2.2 **A citizen card** – this must be unexpired.

3.3 The photograph must be visible, be of a true likeness to the candidate and the name displayed must exactly match the test booking.

3.4 Candidates need to apply to UAT-UK for an ID exemption if they need to provide one of the exceptional forms of ID listed in 3.2.

3.5　　Where candidates do not have an approved exemption, the exceptional forms of ID listed in 3.2 will not be accepted at the test centre or by an OnVUE invigilator, and candidates will be refused entry to their test.

3.6　　Approval for an ID exemption should be done at least **5 working days** ahead of a scheduled test booking. Approval for an ID exemption can be requesting using **this form**.

3.7　　Once approved, the test centre will be made aware of any candidates with ID exemptions and candidates will be asked to provide their school letter or citizen card to a member of test centre staff or invigilator.

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