



## **IDENTIFICATION POLICY**

O.S.A.T Ltd Identification Policy ensures the integrity of examination and assessment procedures, and keeps Candidates and staff safe.

### **Objectives**

- ✚ To reinforce O.S.A.T Ltd's commitment to Safeguarding in a relatively open educational setting.
- ✚ To ensure O.S.A.T Ltd meets its Equality and Diversity commitments.
- ✚ To ensure the identity of all students has been properly checked for correct application of funding.
- ✚ To clarify the procedures for recognising change of name.
- ✚ To ensure the integrity of examination and assessment procedures.

### **Identity Policy and Safeguarding**

- ✚ Candidates will be asked for formal Identification in the form of photo ID prior to registration. (Examples of types of ID are listed in the induction booklet)
- ✚ Candidates will be given a temporary pass when entering O.S.A.T Ltd premises.
- ✚ Our recruitment practices involve detailed identity checks for all shortlisted candidates before recruitment of new staff is confirmed.
- ✚ Staff found to be without their ID badge on more than one occasion will be asked to meet the Director to explain any mitigating circumstances. If there are none, they may be subject to disciplinary procedures.
- ✚ Where relevant a check is made for an existing Unique Learner Number (ULN) to ensure qualifications are correctly attributed to Candidates .

### **Change of Name**

- ✚ It is the responsibility of the Candidates and staff to ensure that there is consistency between their records and their form of ID.
- ✚ O.S.A.T Ltd will comply with requests for changes, initially on production of formal documents (passport; drivers licence; marriage, civil partnership, divorce, dissolution certificate) prepared by a solicitor, Deed Poll or other documents approved by funding agencies.
- ✚ Where no formal documents are available, those records which are within our discretion (ID pass, registers) will be changed using "Also Known As".
- ✚ Students must complete a change of details form.



## **Integrity of Examination Procedures**

- ✚ All Candidates need to show their ID before entering an examination. Alternative photo ID can be shown in exceptional circumstances (e.g. for external candidates or Candidates who have forgotten their ID).
- ✚ The priority will be the smooth running of the exams.
- ✚ If a candidate has no form of ID with them prior to an exam, they will be asked to take the exam and then be required to report to the Director to check their ID on the system.

## **Policy access**

Both Candidates and tutors/assessors are made aware of the existence of this policy during induction and have open access to it in the Documents and Policies section of the O.S.A.T Ltd website.

<b>Review Frequency</b>	Annually
<b>Date policy approved and adopted</b>	June 2020
<b>Policy agreed by</b>	Directors
<b>Date policy published</b>	June 2020
<b>Next review date</b>	January 2025