

▪ Post 16 student ID procedure

As you will know the ISTD is an awarding body approved and regulated by Ofqual. As part of the regulation, we are regularly audited, and we have been advised that we must put in place identity checks in the form of photographic identification for all candidates of 16 and over, taking vocational or professional examinations. This is a requirement which they have put in place in many sectors following problems of some people passing themselves off as other candidates for examinations.

The following examinations are therefore affected.

Intermediate Foundation	Intermediate
Advanced 1	Advanced 2
Diploma in Dance Education	Licentiate
Associate (Dancesport only)	Fellowship
Student Teacher (Dancesport only)	Professional Dance Diploma (Dancesport only)

This procedure applies only to those students who are 16 years of ages and over, taking Vocational or Professional examinations (as listed above)

We are sure that you currently undertake checks to ensure that candidates are the correct age for entry and ensure that candidates have the appropriate qualification for entry to an examination. Therefore the checking of photographic identification of the candidate is just one more check to include.

We require the information regarding the photographic ID to be submitted on the candidate booking for each candidate above 16 years of age that is taking a vocational or profession exam. Once you have entered the candidates pin and selected the exam they are taking a drop down will appear for you to select the type of ID you have checked.

An acceptable photo ID must be from a validating external body and will be one of the following

- Valid passport
- Drivers licence
- Valid photo identity card, including Citizen card, UK Rail card, NUS card, Portman card, PASS card and European identity cards
(Useful link for teachers & parents www.pass-scheme.org.uk)

▪ Centre Exams

The students must bring their ID document to the examination with them. The candidates ID will be checked by the invigilator, if the candidate is being entered at a regional centre their ID will be checked by the regional organiser or their representative. In all instances the ID forms should be given to the examiner and these will be sent to HQ.

If they do not remember to bring the ID they will not be able to take the examination.

We trust that teachers understand the reasons for this new procedure and will be able to deal with it as we have advised. We can assure you that other awarding bodies are going through the same process, and it is not something which the ISTD has determined alone. If you have any queries, please contact the UK Examinations department who would be pleased to help.

HOW WE USE YOUR INFORMATION

ISTD will process your personal information in accordance with our privacy policy. Please refer to our privacy policy which can be found in full on our website, www.istd.org.