LAMDA

Learner Authenticity Policy

Introduction

As a UK Regulated Awarding Organisation (Ofqual, Qualifications Wales and CCEA), LAMDA are required to ensure that all learners 16 years or older have their identity verified prior to taking their exam.

This document sets out LAMDA's Policy with respect to the verification of Learner Identity prior to examinations and explains what types of Identity Documentation (ID) will be accepted.

Acceptable forms of ID

LAMDA will only accept originals of current, recognised photographic ID from the table below to verify a Learner's Identity. The following **will NOT** be accepted:

- Photocopies, photographs or scans of documents.
- Expired documents.
- Alternative ID Documents presented without an email from LAMDA authorising the Special Condition and detailing the exact ID being presented.

On Exam Day, the Learner must present **one** of the following to the Steward/Representative at Exam Check In:

Valid Photographic ID Documents	
Passport	NUS Card
Driving license	HM Forces Services ID
Travel Pass (Railcard or Zip Oyster)	School or College ID Card
PASS Card	Biometric Residence Card
National Identity Card	Authorised Alternative ID with the email of Authorisation from LAMDA (Email can be in electronic format) – See Annex 1 for further details

Where Learner ID cannot be verified prior to the exam, the learner will **NOT** be assessed, and exam fees will **NOT** be returned.

Annex 1: Special Condition Applications

Where a Learner does not have any form of ID that meets the LAMDA requirements, they must contact exams@lamda.ac.uk at least 4 weeks prior to the examination to apply for a special condition. The application email must include:

- 'ID Special Condition Application' in the subject header.
- Exam Date, Time and Name of Exam.
- Learner's Full Name and LAMDA Pin (if known).
- A full explanation of why the valid forms of ID are not available.
- An overview of what forms of ID/ evidence is available and how this allows Identity Verification.

LAMDA will review the application and send an email response to authorise or decline the application. Should the alternative be accepted, LAMDA will ensure the Exam Day team are aware of the adjustment.

Special Condition Applications **CANNOT** be accepted on the Exam Day. Any alternative ID that is not authorised in a recent LAMDA email will **NOT** be accepted.

Version control

Version number	Date	Initial	Comments
V1	23/1/23	KR	New Document