

Alternative ID arrangements policy

Please note: This policy only applies to examinations taken at a Pearson VUE test centre and does **not** apply to examinations taken via OnVUE remote proctoring

1.1 Rationale

Candidates can occasionally be unable to present the accepted forms of identification on the day of their test. CFA UK is committed to preventing these problems causing delays for well-prepared candidates. This policy describes the procedure in place to allow candidates to verify alternative forms of photographic identification in order to sit the exam at a convenient time.

1.2 Currently candidates are able to provide the following original forms of identification

1.2.1 Pearson VUE test centres:

1.2.1.1 For candidates taking an examination in the UK:

- A currently valid signed Passport of any country containing the candidate's photograph and signature. *
- A currently valid UK Driving Licence (full or provisional) that carries the candidate's photo and signature. *

***Note: If the candidate presents a biometric type of the above identification which does not allow for a signature, they must present a second form of ID which contains their signature. For example:**

- ❖ **Current, original European Union (EU) only government issued identity card.**
- ❖ **Current, original government issued National ID card for any country in the European Union (EU).**
- ❖ **Current Credit/Debit or bank card.**

1.2.1.2 For candidates taking an examination outside the UK:

- A currently valid signed Passport of any country containing the candidate's photograph and signature. *
- A valid National Identity card from an EU country. A valid National Identity card will only be accepted when issued for the county in which the examination is being taken e.g. a Swiss Identity card is acceptable only in Switzerland. *
- For candidates taking an examination outside of the EU, a valid National Identity card can be accepted when issued for the country in which the examination is being taken. *

***Note: If the National Identity card provided does not allow for a signature, candidates must present a second form of ID which contains their signature. For example:**

- ❖ **Credit/Debit or bank card.**

1.2.2 Pearson VUE OnVUE Online Proctoring

One valid form of unexpired, Government-issued personal ID. The Government-issued ID must have your photo.

Examples of acceptable identification:

- Passport
- Driver's licence
- Military ID (including spouse and dependents)
- Identification card (national or local)
- Registration card (such as green card, permanent resident, visa)

Please note that we are **unable** to accept the following ID:

- Renewal forms with expired ID
- Government-issued name change documents with Government ID

1.3 Application details and procedures for candidates who are unable to present one of the above forms of identification

- 1.3.1 Candidates who are unable to present the correct forms of identification must contact the Education team at CFA UK by email as soon as their exam is scheduled – examsupport@cfauk.org
- 1.3.2 Candidates who are based within commutable distance to London must arrange to visit the CFA UK office at a convenient time at least one working day before the exam
- 1.3.3 At a pre-arranged time, candidates should bring any other forms of photographic identification to the CFA UK office where they can be scanned and verified by the Education team
- 1.3.4 An electronic photograph will be taken of the candidate
- 1.3.5 The candidate will be provided with a letter, signed by the Education team, authorising the alternative forms of ID. This must be presented by the candidate upon arrival at the test centre.
- 1.3.6 The letter, photograph and scanned images will be sent to the test centre in advance of the test by the Education team. The candidate will therefore be permitted to take the exam provided they present the letter and the photographic identification mentioned in the letter.

1.4 Application details and procedures for candidates who are not based within commutable distance of the CFA UK office (London)

- 1.4.1 Candidates who are unable to follow procedure 1.3 must organise for an alternative form or forms of photographic identification to be verified.

- 1.4.2 Candidates must contact the Education team at CFA UK to confirm the individual who will verify their identification. Appropriate verifiers include HR Managers, a university tutor or a notary.
- 1.4.3 The candidate must ask their verifier to clearly sign and date a clear photocopy of any forms of photographic identification they have, which may include photo railcards, employer passes or recently expired student cards. The identification must show a clear and true likeness of the candidate.
- 1.4.4 The candidate must then scan the image of the photo identification, signature and date, and send this to the Education team by email or fax, along with contact details for the verifier. This must be received at least one clear working day before the exam.
- 1.4.5 Education Manager will contact the verifier to confirm the process has been carried out as per instruction.
- 1.4.6 The image will then be sent to the Pearson VUE test centre in advance of the test to approve the alternative form of identification.

Contact

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