

CITB c/o Pearson VUE
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Warrington
WA1 9GN
Tel: 0344 994 4488
Email: citb.testingcustomerservices@pearson.com
Website: www.citb.co.uk/testing-services

Dear Candidate,

Re: eCourses Under 16 Examination - Confirmation of ID Form (“Under 16 ID Form”)

CITB fully understands that candidates under the age of 16 may not have the required form of photographic identification (“ID”) as required in CITB’s eLearning examination ID Policy. In these circumstances, please complete the eCourses Under 16 Examination - Confirmation of ID Form overleaf. This form is only to be used in exceptional circumstances where you cannot provide the required Primary or Secondary ID needed to sit your examination. You will also need to complete the Parental Consent Form.

You must nominate a person in a position of responsibility to whom you are known (your “sponsor”) to confirm your identity. Your sponsor must work at the school or college which you attend (e.g. Head of Year, teacher, etc.).

Your sponsor must be independent from, and not connected with, the test centre at which you are taking your examination.

The Under 16 ID Form **must**:

- be printed on the original letterheaded paper; **or**
- be attached to an original compliment slip; **or**
- be stamped with the official stamp;

of your sponsor school/college.

Your sponsor must sign and date the Under 16 ID Form and clearly state their position and title (e.g. Head Teacher, Head of Year, etc.).

You must provide a recent, passport sized, coloured photograph of yourself along with your Under 16 ID Form. **You must sign the back of the photograph** in the presence of your sponsor. **Your sponsor must also sign the back of your photograph** as witness to your signature. Attach the photograph to the Under 16 ID Form in such a way that test centre staff can check that the signatures are present.

Finally, please complete and sign the Under 16 ID Form where indicated.

You must take the Under 16 ID Form with you to the test centre, where you will be asked to sign it again, in the presence of the test administrator.

In addition to the Under 16 ID Form, you must also present a completed **Parental Consent Form** on arrival at the test centre.

Please note:

You and your sponsor are responsible for correctly completing the Under 16 ID Form. Test centre staff have the right to turn away any candidate who has not completed the form correctly. Your Under 16 ID Form will be retained at the test centre for a period of two years and is valid for one examination or consecutive examinations only. If you re-sit an examination, you will need to either complete a further Under 16 ID Form or, if you are able to do so by that stage, provide the photographic ID required in CITB’s eLearning examination ID Policy. For further information relating to the collection, processing and retention of your personal data please refer to CITB’s Privacy Policy <https://www.citb.co.uk/utility-links/privacy-policy-cookies/> and the Pearson VUE Privacy and Cookies Policy <https://home.pearsonvue.com/Legal/Privacy-and-cookies-policy.aspx>.

We may need to contact your sponsor as part of our internal validation process. It is your responsibility to ensure that your sponsor is available by telephone to corroborate your Under 16 ID Form.

Yours sincerely,

CITB eCourses

CITB eCourses Under 16 Confirmation of Identification Form



Only to be used in where the candidate does not have the required form of photographic identification.

Statement of sponsor

I/we confirm that the candidate detailed below is not in possession of the required forms of photographic identification ("ID") documents as required by CITB's eLearning examination ID Policy. This Under 16 ID Form will only be used for a single examination or consecutive examinations. If the candidate re-sits a test, a further Under 16 ID Form will be completed.

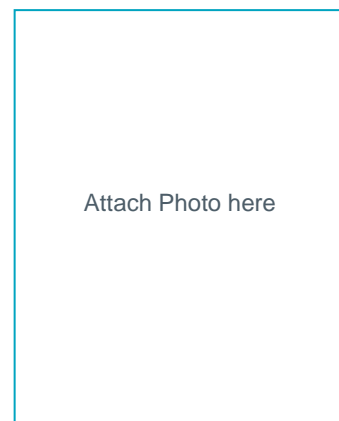
I/we hereby confirm as follows:

- that the photograph, personal details and signature below are true, accurate, complete, and are not misleading; and
- in presenting this Under 16 ID Form as an alternative to the photographic ID documents specified in CITB's eLearning examinations ID Policy, the sponsor will not hold CITB or Pearson VUE responsible for any issues or consequences should any of the details shown/provided be found to be incorrect or false.

Full Name of Sponsor																						
School / College Name																						
Address																						
Postcode																						
Sponsor contact telephone no. <small>(For validation purposes only)</small>																						
Signature of Sponsor																						
Print Name																						
Position																						
Date			/			/																

Candidate details

Forename																						
Surname																						
Home Address																						
Postcode																						
Date of Birth			/			/																
Test type																						
CITB registration number (if known)																						
Candidate signature (in the presence of the Sponsor)																						



Remember to present a completed Parental Consent Form alongside this form when you arrive at the test centre.

Test centre completion

Test centre to confirm the two forms of identification presented:

1. _____
2. _____

Candidate signature (in the presence of the test administrator)										
Signature of the test administrator										
Venue										
Date			/			/				

Test centre staff are authorised to, and reserve the right to, verify and refuse this Under 16 ID Form if they are not satisfied as to its authenticity or if the letterhead, compliment slip or official stamp of the sponsor school / college is not an original.

Photographs **must be** recent, passport size and in colour, with the candidate and the sponsor's signatures on the back.

This Under 16 ID Form is only valid for single or consecutive examinations and will be retained by the test centre for a period of two years. In the event that this Under 16 ID Form is found to have been completed fraudulently and/or the sponsor cannot be traced, the result of any eCourse examination taken on the basis of this Under 16 ID Form shall be void and no card shall be issued to the candidate named on this Under 16 ID Form unless and until evidence of ID for the candidate, satisfactory to CITB, is provided. For further information relating to the collection, processing and retention of your personal data please refer to CITB's Privacy Policy <https://www.citb.co.uk/utility-links/privacy-policy-cookies/> and the Pearson VUE Privacy and Cookies Policy <https://home.pearsonvue.com/Legal/Privacy-and-cookies-policy.aspx>.