

Identification Checks Procedure

1. Purpose

To ensure the integrity of the examination process and safeguard the authenticity of learner records by confirming the identity of each learner at key stages — including registration, training, and assessments. This procedure helps prevent impersonation, fraud, and unauthorized participation in McAnderson assessments and certification programs.

2. Scope

This procedure applies to:

- All learners registered to participate in assessments or exams administered by McAnderson Associates Limited.
- Examination officers, invigilators, training coordinators, and administrators involved in exam management or learner onboarding.

3. Policy Owner

McAnderson Associates Limited

4. Review Schedule

Reviewed annually or as required by changes to regulatory requirements, awarding body standards, or internal examination protocols.

5. Policy Statement

McAnderson Associates Limited is committed to upholding a secure and transparent examination process. Verifying the identity of all learners ensures that only authorized individuals participate in assessments and that their achievements are valid, traceable, and verifiable.

6. When Identification Checks Are Required

1. During Registration

- At the time of course or exam registration, learners must submit a copy of valid photo identification for verification and record-keeping.

2. At the Start of Each Exam Session

- Before beginning any in-person or virtual exam, learners must present their photo ID to the invigilator or exam coordinator.

3. During Online Assessments (Remote Proctoring)

- Learners must upload their ID and allow camera access for live identity confirmation via video.

4. For Certification Collection (if physical certificates are issued)

- Learners collecting certificates in person must also present valid identification.

7. Acceptable Forms of Photo Identification

Accepted documents must be original, valid (not expired), and display the learner's full name and clear photograph.

Examples include:

- International Passport
- National Identity Card
- Driver's License
- Any government-issued photo identification

Note: Digital versions (scanned copies or images) may be accepted for remote verification during online registration, but original ID must be presented at the assessment.

8. Verification Process

- The examination officer or invigilator will verify the name, photograph, and signature (if applicable) on the ID against registration records.
- Learners whose identity cannot be verified will not be allowed to sit for the examination.
- In case of a mismatch or suspected fraud, the case will be escalated to the Program Manager and may result in disqualification or disciplinary action.

9. Documentation and Data Handling

- Copies of ID presented at registration are stored securely in learner records (digital or physical) and used solely for verification and audit purposes.
- All identification data is handled in compliance with applicable data protection and privacy regulations.
- Only authorized personnel have access to ID records, and retention is aligned with McAnderson's data retention policy.

10. Special Considerations

- If a learner cannot provide acceptable ID due to a valid reason (e.g., recent loss, renewal delay), they must notify the Program Manager in advance and provide alternative documentation or a sworn affidavit.
- In such cases, identity verification may be done using a combination of other personal records, a guarantor's confirmation, and facial/photo matching by McAnderson staff.

11. Non-Compliance

- Learners who fail to comply with the identification procedure will not be allowed to participate in the exam.
- False representation, impersonation, or use of forged documents will be treated as a case of **malpractice** and handled under the Malpractice and Maladministration Policy.

12. Monitoring and Review

- Examination officers must submit a report after each assessment period confirming that identity checks were conducted and recorded.

- Random audits may be conducted to ensure compliance with ID verification standards.
- Learner feedback regarding the ID process is collected to improve future operations.

13. Conclusion

By maintaining rigorous identification procedures, McAnderson Associates Limited protects the value of its certifications and ensures fairness and accountability in its training and assessment programs.

14. Policy Approval

Approved by:

Akindayo Akindolani

Position: Founder & CEO

Date: 18th May 2025

Date policy issued: 02/01/2017

Date policy last reviewed: 02/01/2025

Next review due: 02/01/2026