



LANGUAGECERT Identification Policy

June 2025

Version 1.0

Internal

TABLE OF CONTENTS

1	INTRODUCTION.....	4
2	ID REQUIREMENTS WHEN REGISTERING FOR AN ONLINE EXAM.....	4
2.1	ID DOCUMENT REQUIREMENTS FOR ONLINE EXAMS	4
2.2	ACCEPTABLE ID DOCUMENTS FOR ONLINE EXAMS	5
2.3	CANDIDATES TAKING A LANGUAGECERT® ACADEMIC ONLINE EXAM	5
2.4	CANDIDATES IN PAKISTAN, INDIA AND BANGLADESH	5
2.5	CANDIDATES IN JAPAN, CHINA, TAIWAN, HONG KONG AND MACAU	5
2.6	USING AN ID DOCUMENT NOT WRITTEN IN ENGLISH-LANGUAGE LETTERS (LATIN CHARACTERS)	5
3	ID REQUIREMENTS WHEN REGISTERING FOR A CLASSROOM-BASED EXAM.....	7
3.1	ID DOCUMENT REQUIREMENTS FOR CLASSROOM-BASED EXAMS	7
3.2	ACCEPTABLE ID DOCUMENTS FOR A CLASSROOM-BASED EXAM.....	7
3.3	CANDIDATES IN JAPAN, CHINA, TAIWAN, HONG KONG AND MACAU	7
4	ID REQUIREMENTS WHEN REGISTERING FOR A SELT EXAM	8
4.1	ACCEPTABLE ID DOCUMENTS FOR A SELT EXAM.....	8
4.2	ID DOCUMENT REQUIREMENTS FOR SELT EXAMS.....	8
4.3	WHAT TO DO IF YOUR PASSPORT IS BEING HELD BY THE UK GOVERNMENT	8
5	MAKING CHANGES TO YOUR ID DETAILS AFTER REGISTRATION.....	8
	ANNEX A	9

Document Revision History		
Version	Date	Description of Change
1.0	23/06/2025	Initial version

1 Introduction

This policy is aimed at candidates who are registering to take a LANGUAGECERT® exam. It sets out the identification (ID) requirements you must meet to take an online exam with live invigilation, or a classroom-based exam (including a SELT LANGUAGECERT® exam).

2 ID requirements when registering for an online exam

When you register for your online exam, you are required to provide ID information.

You must ensure that the First/Middle Name(s) and Last Name(s) you use to register for your online exam match the ID document that you will present on the day of your online exam.

When you complete your online exam registration you must complete the First/Middle Name(s) and Last Name fields in English-language letters (Latin Characters) – **this is a mandatory requirement**. If you wish you can add your First/Middle Name(s) and Last Name(s) in your native language field, as well.

On the day of your exam, as part of the exam onboarding process, you will need to upload photographic evidence of the ID you used to register for your exam.

You must use one of the ID types listed in section 2.2 below.

2.1 ID Document requirements for online exams

You are responsible for ensuring the ID used to register and take your exam is **valid and acceptable**. On the day of your exam if you do not present valid and acceptable ID, or the First/Middle Name(s) and Last Name(s) of your ID do not **exactly** match the name you used to register for your exam, you will not be allowed to test and you will not be eligible for a refund. You will, however, be able to re-book your exam following the standard exam booking process. If you re-book, you must ensure the ID you are using to register and take your online exam meets the requirements set out below.

Your ID document must:

- Be current and valid – ID documents that have expired are not allowed
- Be an original document - photocopies are not acceptable
- Include a recognisable photo of you
- Match the information you gave when you booked your online exam
- Be a government-issued national/state/province identity card that is recognised by the country in which you are a citizen or permanent resident
- Contain your birth date/year.

Please note that electronic IDs **will not be accepted**.

2.2 Acceptable ID documents for online exams

The following types of ID are acceptable for registering and sitting an online exam with LANGUAGECERT®:

- Driving License
- National ID Card
- Passport
- Registration Card/Certificate
- Residence Permit/Card.

2.3 Candidates taking a LANGUAGECERT® Academic online exam

Candidates taking a LANGUAGECERT® Academic online exam must present a valid **passport** for ID verification. No other forms of identification will be accepted. Please ensure you have a valid passport before proceeding with your booking.

2.4 Candidates in Pakistan, India and Bangladesh

Candidates testing in certain countries (currently Bangladesh, India, and Pakistan) must present a valid **passport** for ID verification. No other forms of identification will be accepted. Please ensure you have a valid passport before proceeding with your booking.

2.5 Candidates in Japan, China, Taiwan, Hong Kong and Macau

In addition to those listed above, some other ID types are accepted for Japan, China, Taiwan, Hong Kong and Macau. These are listed in appendix A.

2.6 Using an ID document NOT Written in English-language Letters (Latin Characters)

Please note: ID documents NOT Written in English-language Letters (Latin Characters) will **only** be accepted in the languages in which we offer a Proctor language preference.

If the ID document you are using to register for your online exam is an acceptable ID document but NOT written in English-language letters (Latin Characters), then as part of registering and booking your exam you must **pick the correct Proctor language to match your own native language** (Where available¹). For example, if your native language is Chinese and you are using an ID document that is NOT written in English-language letters (Latin Characters) but instead, is written in Chinese characters, then you must select Chinese as your preferred 'Proctor Language' (Available for certain modules only²) as shown in the example image below. When booking your exam, if the Proctor language or your language is not available as an option, you must:

1. Upload a copy of your ID to your profile
2. Send an email to customerservice@peoplecert.org, **no later than 48 hours before your exam**, with a request to validate the document you have uploaded. This will be processed in accordance with our internal protocols.

¹ Proctor languages are available for a limited range of languages as shown in language options of the exam booking system.

² When booking your exam and selecting your Proctor language preference this is available for certain exam modules only as shown in the options of the exam booking system.

WOULD YOU LIKE TO PICK YOUR EXAM SLOT NOW? NOT NOW

Presenting time slots in (UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi ▼

▲ Make sure that the correct timezone for your exam location is selected on the above menu.

SET LANGUAGE PREFERENCES

Choose your native language Chinese ▼

Proctor's Language English Spanish Italian Chinese French Japanese

←
Tue 20 Apr
Wed 21 Apr
Thu 22 Apr
Fri 23 Apr
Sat 24 Apr
Sun 25 Apr
Mon 26 Apr
→

Selected Date:
Wednesday, 21 April 2021

00:00 - 07:59
08:00 - 15:59
16:00 - 23:59

Your exam will start at:

09:00	09:10	09:20	09:30	09:40	09:50
10:00	10:10	10:20	10:30	10:40	10:50

If the ID document you are using to register for your online exam is an acceptable ID document but NOT written in English-language letters (Latin Characters), on the day of your exam your online Proctor will check and validate that the:

- ID document you are presenting is valid, acceptable and matches the ID details that you registered with
- First/Middle Name(s) and Last Name(s) that you registered with in English-language letters (Latin Characters) is an accurate translation of your native language ID document. The details must be an exact match. If you use a 'preferred name' (e.g., a name you prefer to be known by) to register for your exam that does not exactly match the ID details you registered with, **this will not be accepted.**
- Please note - these validity checks may delay the exam start time or require an exam reschedule.

3 ID requirements when registering for a classroom-based exam

If you are taking a classroom-based exam, your centre may register you directly through LANGUAGECERT®'s exam administration system, or they may ask you to self-register online.

If you self-register, you must complete the First/Middle Name(s) and Last Name fields in English-language letters (Latin Characters) – **this is a mandatory requirement**. If you wish you can add your First/Middle Name(s) and Last Name in your native language as well.

3.1 ID Document requirements for classroom-based exams

Whether you self-register, or are registered by your centre, you must have a form of ID which meets the requirements set out below.

Your ID document must:

- Be current and valid – ID documents that have expired are not allowed
- Be an original document - photocopies are not acceptable
- Include a recognisable photo of you
- Match the information you gave when you registered for your exam
- Be a government-issued national/state/province identity card that is recognised by the country in which you are a citizen or permanent resident
- Contain your Birth Date/Year.

Please note that electronic IDs **will not be accepted**.

3.2 Acceptable ID documents for a classroom-based exam

The following types of ID are acceptable for registering and sitting a classroom-based exam with LANGUAGECERT®:

- Driving License
- National ID Card
- Passport
- Registration Card/Certificate
- Residence Permit/Card.

3.3 Candidates in Japan, China, Taiwan, Hong Kong and Macau

Some ID types, in addition to those listed above, are accepted for Japan, China, Taiwan, Hong Kong and Macau. These are listed in appendix A.

4 ID requirements when registering for a SELT exam

4.1 Acceptable ID documents for a SELT exam

ID requirements for SELT exams are determined by the UK government [Prove your English language abilities with a secure English language test \(SELT\) - GOV.UK](#).

If you wish to register for a SELT exam you must have one of the following:

- Passport
- eVisa (now accepted in the United Kingdom (UK) only)
- UK Biometric Residence Permit
- UK Biometric Residence Card
- Convention Travel Document
- Stateless persons travel document.

You can use the following documents as identification for tests taken either in the UK or outside the UK in the country where the document is issued:

- Identity cards of [EEA nationals](#).

You can use the following documents as identification for tests taken outside the UK in the country where the document is issued:

- Valid photographic government issued identity cards.

If you are unable to produce one of these forms of ID, you will not be able to take a SELT exam.

4.2 ID Document Requirements for SELT exams

Your ID document must:

- Be current and valid – ID documents that have expired are not allowed.
- Be an original document - photocopies are not acceptable
- Include a recognisable photo of you
- Match the information you gave when you booked your exam
- Be a government-issued national/state/province identity card that is recognised by the country in which you are a citizen or permanent resident
- Contain your Birth Date/Year.

4.3 What to do if your passport is being held by the UK government

If your visa application is in progress, and the UK government holds the original copy of your passport or other ID you must talk to your immigration case worker about how to register for a SELT exam. They will contact LANGUAGECERT® directly to confirm arrangements for you. You do not need to contact LANGUAGECERT® yourself, and it will not speed up your application if you do so.

5 Making changes to your ID details after registration

If you make a mistake when registering your ID details for a LanguageCert exam, please contact our Customer Service team for help: customerservice@peoplecert.org

Annex A

This section lists forms of ID which are acceptable in the following countries only. Please note, these forms of ID are **not** accepted for LANGUAGECERT® SELT exams.

ACCEPTABLE ID DOCUMENTS	CHINA	JAPAN	HONG KONG AND MACAU	TAIWAN
• 2 nd Generation ID Card	✓			
• Exit / Entry Permit for Traveling to and from Hong Kong and Macau	✓			
• My Number Card		✓		
• Resident Registration Card / Jyuki Card		✓		
• Hong Kong Permanent Identity Card			✓	
• Mainland Travel Permit for Hong Kong and Macau Residents			✓	
• Residence Permit for Hong Kong and Macau Residents			✓	
• Mainland Travel Permit to Taiwan Residents				✓
• Residence Permit for Taiwan Residents				✓

LANGUAGECERT is the business name of PeopleCert Qualifications Ltd (UK company no. 09620926), part of the PeopleCert group.

Copyright © 2025 PeopleCert International Limited and its affiliates ("PeopleCert")

All rights reserved. No part of this document or the information in it may be copied, distributed, disclosed or used other than as authorized by PeopleCert. LANGUAGECERT® is a registered trademark of PeopleCert.

DISCLAIMER

This publication is designed to provide helpful information to the recipient. Although care has been taken by PeopleCert in preparation of this publication, no representation or warranty (either express or implied) is given by PeopleCert with respect to the completeness, accuracy or suitability of the information or advice contained within it, and PeopleCert shall not be held responsible for any loss or damage whatsoever relating to such information or advice.