

## Candidate Identification form – use this as Candidate ID

*To supervisor/invigilator: please check with your CEM if you have any questions about this form*

### Part A: to be completed by the candidate

<i>Affix photograph here</i>	Full Name in BLOCK CAPITALS	
	Signature	
	Date	

Witness signature

**Copy below these words in the presence of the witness:** 'This is a specimen of my normal handwriting'.

### Part B: to be completed by the witness

*The bearer of this document is a candidate for Cambridge Assessment English exams who is aged 17 years or under and is unable to produce formal means of identification in accordance with Cambridge Assessment English regulations. The Exam Board and the exam centre will accept this document as proof of candidate identity if fully completed in the presence of an independent witness. The said person is asked to complete this section and also to sign across the photograph affixed above (as shown) in endorsement of the candidate's true identity.*

***Witness statement: 'I endorse the identity of the above candidate and agree to be contacted if there are any queries about this candidate's identity.'***

Signature	
Date	
Name in Block Capitals	
Relationship to candidate	
Official (not private) address	

## Candidate Identification form – aged 17 and under Instructions to the CEM

Candidates must provide suitable ID for taking an exam (except Starters, Movers and Flyers). When candidates register to take an exam check if they have suitable ID. If a candidate is aged 17 years or younger and does not own [suitable ID](#), they can use this form instead as proof of identity to the supervisor/invigilator on the exam day. Centres need to make sure invigilators are aware of this arrangement for any candidates using this form.

**Explain to the candidate that they must complete and bring Parts A and B with them on the exam day, or they will be refused entry to the exam and will not be entitled to a refund.**

**Explain the following instructions to the candidate:**

- 1 *Take one recent passport-style photo of yourself and attach it in the space provided.*
- 2 *Complete the form with a witness (a person of authority) and ask him or her to complete Part B. This could be your school principal, your doctor, a police officer, a religious representative, your employer or any responsible adult who is **not a relative**, but has known you for some time.*
- 3 *You can show the witness the complete document to reassure them of its purpose.*
- 4 *You should then bring the completed form to your exam on the day. **If you cannot show it on the exam day, you will not be allowed to take the exam.***

**All sections must be completed and photographs attached before the document is considered valid.**

On completion:

- **Parts A and B** are to be kept by the candidate.

On the exam day:

- **Parts A and B** must be brought to the exam by the candidate.

After the exam:

- **Parts A and B, with original photograph attached**, must be given back to the candidate or destroyed. If you have any doubts or questions about this form, please contact the Helpdesk.