

# Learner Identification policy

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**Introduction:**

This policy establishes guidelines for the process of validating learner identity and authenticating learner work.

**Scope:**

There are two main areas of concern where authentication of learner identification needs to be addressed:

- Plagiarism and cheating - it is necessary to determine if a learner's work is authentic and unique. Details of identifying and dealing with instances of plagiarism are addressed in the Plagiarism Policy.
- Impersonation - it is necessary to determine if the learner receiving the credit for the course of study is the person completing the work.

**Definitions:**

- Identity fraud: a learner who allows another person to impersonate them or in any other way commit identity fraud, may in any course, exam or other academic exercise be dismissed from the course.
- NOCN - the Awarding Body
- RPL - Recognition of learning.

**Aims:**

Authenticating learner identity is integral:

- To prevent impersonation of learners on the course of study and to protect and uphold the integrity and reliability of any qualification.
- When authenticating previous qualifications, certificated or other evidence of previous qualifications must be an accurate reflection of learner's achievement.
- To ensure compliance to quality procedures, Woodfield school are required by NOCN to have a strict system in place to authenticate all learner work and their identity.
- To ensure learner achievement, Woodfield School has a responsibility to their learners to facilitate learning and prepare individuals for the challenges in Higher Education.
- This can only occur if the learner has successfully completed the course and achieved learning at the relevant standard of achievement.

**Responsibilities:**

Woodfield School has responsibility for upholding the validity of the course of study.

**Procedures:**

Woodfield School implements several procedures to ensure that a learner who gains an award for academic achievement is the person who completes the work.

Authentication is demonstrated by the following:

- Upon enrolment all learners will have photographic ID.
- Photographic ID will be printed off before any exam takes place to verify the learner.
- Woodfield School implements a variety of assessment methods and teachers have a right to question the content or meaning of any submitted units with the learner, to verify that a verbal level of understanding reflects the written content.
- Where any name change occurs during study, evidence of name change is required within 3 months as proof of name and address are required to implement any changes.
- Woodfield school operates a zero-tolerance approach where a learner who has registered is not the person completing the work. Any proven instances will result in the learner being disqualified and removed from the course instantly.