

MINORS TESTING POLICY

Definitions

For the purposes of this policy, the following definitions apply:

“Minor” means any person who is 16 years to under 18 years of age at the time the candidate registers for the Skills for English UKVI test.

“Parent / Guardian” refers to the natural parent of the minor or legal guardian appointed to care for the minor and who has authority to provide consent for the minor.

“Skills for English” refers to tests and PSI as the entity delivering the test.

“SELT” means Secure English Language Tests that indicates the high-stakes secure exam environment of our Test Centres that deliver this Skills for English test.

“PSI” refers to the entity PSI Services (UK) Limited, its affiliates and third party suppliers, administering and delivering the Skills for English test.

“Client Test Sponsor” refers to the client of PSI. For the “Skills for English UKVI” tests this is the Home Office UK Visas and Immigration.

Policy

It is the policy of PSI to administer SELT tests to minor candidates, but only using procedures that are appropriate to protect minors’ and their parents’/guardians’ interests, and, as important, to protect PSI’s interests, including PSI’s interests in the secure, efficient administration of tests to non-minor candidates. Accordingly, PSI adopts this policy regarding testing of minors for the Skills for English tests.

PSI will comply with applicable regulations and laws with regard to testing of minors and shall handle administration of tests in a confidential manner.

Process

PSI will administer tests to minors for whom consent has been provided, at PSI authorised test centres. Minor candidates are NOT required to be accompanied to a testing centre by a parent/guardian, however, all required forms must be executed, submitted, and verified in advance of the minor candidate’s testing date.

1. Only test centre staff, PSI management, test candidates, and visitors approved by PSI Headquarters are authorised to use the PSI / Skills for English test centres at which minor candidates may sit for their tests.

2. PSI will ensure the security of the tests being administered, and the safety of the minor candidates testing.
3. If a parent/guardian accompanies a minor candidate to a testing centre, the accompanying parent/guardian or anyone else may NOT (i) enter the test centre, including the check-in / reception area, (ii) wait for the minor candidate inside the test centre, (iii) bring anyone other than the minor candidate to the test centre.
4. As part of the test day check-in process, a candidate must provide the following:
 - a. The completed and signed Release Form for Testing of Minors, see [Attachment 1](#) to this Policy;
 - b. The completed emergency contact form, see [Attachment 2](#) to this Policy; and
 - c. A government-issued photo ID of themselves as used to register booking on the candidate account website.
5. Minor candidates may receive disability-related adjustments or support, consistent with Skills for English Special Requirements procedures.

Attachment 1

Release Form for Testing Minors

Dear Parent and/or Guardian,

In order to maintain the security and highest degree of academic integrity of the tests it administers, PSI Services (UK) Limited and its affiliated companies (“PSI”) employ various mechanisms that authenticate the candidate’s test experience, including but not limited to:

- (i) taking a picture of the candidate’s face,
- (ii) capturing the signature of the candidate,
- (iii) taking a picture of the candidate’s ID
- (iv) recording screen shots and key strokes of the computer on which the candidate takes the test for monitoring by PSI’s trained test centre staff, and potential later review by PSI or its client test sponsors (for example, if a Skills for English UKVI test, this will be the Home Office UK Visas and Immigration)
- (v) recording audio and video images of the candidate and their test environment during the test for monitoring and review by test centre staff.

Pictures, videos, and audio recordings captured by PSI in its authorised test centres before, during, and after a test will be used by PSI and its certified video review specialists to monitor, administer and invigilate the candidate’s tests. PSI will not re-disclose the information above, except to its certified video review specialists and other appropriate personnel, including client test sponsor officials, as required to maintain, monitor, and preserve the integrity of the test. The information will be destroyed or anonymized within six (6) months of its date of capture, or when the information is no longer needed for proctoring purposes, whichever date is earlier.

If you wish to revoke your consent, you may do so by contacting PSI in writing at info@skillsforenglish.com and providing PSI with any requested information (e.g., candidate name, date and location of exam, etc.). You have the right to inspect records for which your consent was given. To do so please contact PSI at info@skillsforenglish.com as to the process.

Before PSI can take these pictures, videos or recordings, however, it needs the permission of the minor candidate’s parent or guardian. By signing this form, you will give PSI permission to take the photographs, videos and recordings of your minor required to authenticate his/her test experience. Minors without signed releases will not

be permitted to sit for a test at an authorised PSI test centre location. PSI and the Skills for English team appreciates your understanding and cooperation. Additionally, by signing this form you indicate your understanding of and consenting to the use of the minor's personal information data as set out in the Skills for English [Privacy Policy](#)

I hereby grant PSI Services (UK) Limited, and its affiliates, the right to take or record audio, pictures, and/or video (collectively, "Images"), and other personally identifiable information of the minor test candidate identified below (the "minor"), while the minor is within an authorised PSI test centre to sit for an test PSI is administering, and to use the Images and other personally identifiable information for the purpose of monitoring, administering, proctoring, or providing technical support of tests.

I represent and warrant that I have read this release; that I am a parent or legal guardian of the minor; that I understand that information found to be inaccurate could invalidate the test result and compromise the minor's UK Visas and Immigration application (where applicable); and that I understand that PSI would not use the Images without first receiving a copy of this release signed by a parent or legal guardian of the minor, as set forth below. This release shall survive the execution and delivery hereof, and shall be binding on the minor, its legal representatives, heirs, and assigns.

Print Parent/Legal Guardian Name:_____

Signature:_____

Date:_____

Minor's Full Name:_____

Minor's Date of Birth:_____

Attachment 2

Emergency Contact Information Form

Information about Minor Candidate:

Full name of Minor Candidate:
Address of Minor Candidate:

Information about the Parent/Guardian:

Full name of Parent/Guardian
Address of Parent/Guardian
Relationship to the Minor Candidate
Telephone number of Parent/Guardian
Type of Governmental Issued Photo ID:
Telephone number

Information about alternative contacts:

Name of alternate emergency contact
Relationship to Minor Candidate
Telephone number