**Can I enter a student for exams under their preferred name?**

According to the [*Trans Inclusion Schools Toolkit*](https://www.brighton-hove.gov.uk/sites/default/files/2021-09/BHCC_Trans%20Inclusion%20Schools%20Toolkit%20_Version4_Sept21.pdf) (page 42):

‘To make changes to the child or young person’s Legal Name field, evidence is required. The issuers of documents of ‘value’ (such as passports, driving licences, degree/exam certificates) have a duty to prevent fraud and typically ask for evidence of name change as part of that duty. This evidence is generally a deed poll.

**Theoretically young people can be entered under any name with an exam board and it is possible for exam certificates to be issued in the name asked for, but this will require careful thought**. Schools and colleges should ensure a strategy is agreed with the young person and their parents and carers, then agreed with the various exam boards prior to starting accredited courses, as some exams may be sat in Year 10 and the length of time the process of re-registering may take has to be considered. Exam boards may be experienced in working with trans children and young people and be able to guide the school or college through the process. It is possible to change names on exam certificates but there may be a charge for this.’

The Toolkit also states:

‘Once an exam result is accredited it will be linked with a Unique Pupil Number (UPN) or Unique Learner Number (ULN) which existed in the school census information submitted in January of the exam year. UPNs and ULNs are only linked with legal names (Legal Name refers to the name in which a pupil or student arrives in education for the first time; this is often the name on their birth certificate), not preferred names. Schools need to be aware that the DfE analysis of school performance may still present the young person in the gender registered by their UPN. In order to change a child’s name on their passport, a deed poll is required. Therefore, in most cases, a deed poll which will act as evidence of change of name is required to ensure exams are taken under chosen name.

Recommendations:

·         When sending data about the pupil or student to third parties always ensure you are sending the correct information.

·         Ensure that the selected chosen name is used on exam certificates before being sent to pupils and students.

·         Engage with the pupil or student as well as their parents and guardians to agree a strategy for presenting the correct information to the examination boards.

·         The examination officer should contact the relevant exam board to discuss their processes.

It is advised that to change a young persons’ name on their exam documents, they should speak to their Exam Centre. As stated in the Joint Council for Qualifications, [*General Regulations for Approved Centres*](https://www.jcq.org.uk/exams-office/general-regulations)*:*

‘Advice: Whilst it is advisable to enter candidates under names that can be verified against suitable identification such as a birth certificate, driver’s licence or passport, the decision is the candidate’s/centre’s to make. The centre is best placed to understand the candidate’s particular circumstances and make an informed decision.’ (page 17)

Furthermore, if a deed poll is not an available option until after the young person turns 16, there is the option of changing the name and gender stated on the exam certificates after the exams have been sat. Unfortunately, this will mean that the young person will have to use their legal name when sitting the exams.

In order to change your name and your gender on your exam certificates, you must contact your specific exam board, as each will have a different process. A list of the exam boards, and links to the appropriate page on their website has been collated by Gender Construction Kit: <https://genderkit.org.uk/article/updating-exam-certificates/>. Most exam boards require a form of ID in order to change your exam certificate, and therefore a deed poll will be required.