

SQE logistics: registration, booking and ID verification

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About this document

Working with our assessment provider Kaplan, we plan to launch an SQE website in spring 2021. A single authoritative source for candidates, training providers and other stakeholders, it will provide all the relevant details about the SQE assessment and how it will operate.

Ahead of the launch of this website, we are sharing information to help stakeholders understand how the SQE will operate. This will include publishing key policies and procedures as well as practical information about the assessment logistics. We have set out our plans for when we plan to publish information in our SQE information strategy.

This document sets out key information on:

- registering to take the SQE
- booking and paying for assessments
- the process of verifying your ID.

Please note:

This document is a draft representation of the information that will appear on the SQE website. In order to help stakeholders, we have provided this information as far in advance as possible.

We are in the process of finalising the complete suite of information for the SQE website. This means that some details in this document, such as links to further relevant information or the correct email address to contact, are still to be confirmed. We are also working with users to further refine this content to make it as user-friendly as possible.

A new Candidate Services team will be up and running once the new SQE website is live and will be able to assist with any questions at that point.

Registering for the SQE

The SQE website is where you will access the candidate portal where you must register for an SQE account before you can book and pay for an exam. You can do this at any time after the SQE candidate portal goes live in summer 2021. Exams can only be booked during specified booking windows so you are advised to register for your account as soon as you can to ensure you're all set before a booking window opens.

Register for an SQE account

To set-up your account you'll need to provide some personal details such as your name, address, date of birth and email address, as well as creating a password for your account. You'll then be sent a confirmation email containing a link, that once pressed will activate your account.

Once your account is activated, you'll be able to login and will be guided through the steps you need to take before you can book an assessment: verifying your identity, complete the Monitoring and Maximising Diversity" survey, and, if appropriate, telling us that you have an exemption from part of the SQE or request a reasonable adjustment for the exam. Additional guidance will be available on the SQE site. Please note, applications for exemptions must be made directly to the SRA prior to completing this step on the SQE portal (more information about this will be published in March 2021).

Verifying your identity

You will need to verify your identity with a valid photo ID. Forms of ID we accept for this purpose include your passport, driving licence, or other official government-issued photo ID.

More information is available in [Verifying your identity](#).

How to register if you're an apprentice

Just like any other candidate, you will need to create an SQE account and complete registration, the diversity survey and ID verification

You will need to make sure that your employer or training provider has nominated Kaplan SQE as their End Point Assessment organisation.

We will make sure that your account is an apprentice account as soon as your training provider lets us know - you don't need to do anything to let us know that you are an apprentice.

Your training provider will notify us when you are going to attempt SQE1 and SQE2. They will also let us know when you have completed your Gateway review and met the minimum requirements to sit the assessment.

You do not need to pay for your assessment yourself. As an apprentice, all assessment fees will be paid by your employer. Your employer may choose to purchase pre-paid vouchers for you or pay by credit or debit card. See more details under Booking and paying for the assessments.

For training providers and employers – registering an apprentice

If you employ or train an apprentice who plans to take the SQE you must register your apprentice. It is your duty to provide us with the name and Unique Learner Number of the apprentice. This will ensure that, when they register for an SQE account, they are recognised as an apprentice.

Exact details on how to register an apprentice will be available once the SQE website is launched.

Monitoring and maximising diversity survey

Once your account is registered, you will need to complete the diversity survey.

It is the SRA's responsibility to monitor and encourage equality and diversity within the legal profession, so you will be asked to complete a survey on the following areas:

1. Education and work experience
2. Equality and diversity
3. Gender identity
4. Disability
5. Ethnicity
6. Religion or belief
7. Sexual orientation
8. Caring responsibilities
9. Socio-economic background
10. National identity

There is an option to provide neutral or not applicable answers to the questions. However, you are encouraged to provide as much information as possible as this will help:

- evaluate the SQE
- other candidates make choices about how they qualify
- support employers in developing recruitment practices that support equality and diversity.

Booking and paying for assessments as a candidate

Booking your exams

Exams can only be booked when the booking window for an exam is open. This will normally be around 18 weeks before the assessment dates, although the booking window for the initial SQE1 & SQE2 exams sittings will be less. Dates will be published about 12 months before the relevant assessment.

Before you can book an exam, you must have completed all of the steps to create your SQE account, including having your ID verified, the diversity survey and confirming if you require any reasonable adjustments or if you are eligible for any exemptions.

The steps to book and pay will be clearly signposted.

For each day of the assessment you must book and confirm the test centre that you will be attending. You will be given three options of test centres based on a postcode search. You will have the ability to change your search based on your preferred location to see the local test centre availability. There are a limited number of places available for each exam, and they will be assigned on a first come first served basis.

If your desired test centre is fully booked, you will need to choose an alternative centre in order to confirm your booking. It is possible to reschedule your test centre at a later date if a preferred location becomes available. This can be done in the 'assessment bookings' section of the SQE Portal.

If you are unable to find a suitable exam date you will need to keep checking the booking site as additional slots may become available when other candidates cancel or more seats are added.

Once you have confirmed each day's exam and the test centre you will attend you will then need to pay for the whole of SQE1 or SQE2, depending upon what you have booked for. You will only be presented with the ability to book SQE1 or SQE2. You pay for the whole exam not for each day booked.

Once the payment has gone through you will receive an email confirming the details of the exams you have booked, and then a second email which is the receipt for your payment.

Please note that payment must be completed to confirm the booking. You will not be able to book a place at a test centre and then return at a later time to pay; the two steps must be completed together.

Payment methods

When it comes to paying for the SQE, you have several options. You can pay securely at the time of booking with a debit or credit card or using a prepaid voucher supplied by your employer or training provider.

Paying for candidates and booking multiple candidates - advice for employers and training providers

Please note that the individual candidates themselves must complete the registration process including the ID check, diversity survey, any exemption and or any reasonable adjustments requests, if applicable, before any booking is completed on their behalf.

Voucher payment

Training providers and employers who are sending candidates to sit an SQE assessment are able to purchase vouchers as an alternative to a candidate directly paying the assessment fee(s).

Vouchers will be available to purchase as follows:

- SQE1 in full
- SQE1 FLK1 - please note this is only applicable if the candidate has failed the FLK1 and needs to re-sit but has passed FLK2, or if the candidate has an exemption for FLK2
- SQE1 FLK2 - please note this is only applicable if the candidate has failed FLK2 and needs to re-sit but has passed FLK1, or if the candidate has an exemption for FLK1
- SQE2 in full

Vouchers will be valid until the date specified at the time of purchase, with the initial set of SQE1 vouchers being valid until 31 May 2022 and initial SQ2 vouchers being valid until 30 April 2022. Each voucher will have a unique code applicable to the value of the assessment being booked and once it is redeemed the voucher cannot be reused.

The voucher scheme has been developed primarily for organisations who will be booking multiple candidates and can be purchased either as a one off or annually.

You can order vouchers via email or by calling Kaplan SQE Candidate Services [contact details to be confirmed]. You can pay over the phone using a credit or debit card or an invoice can be raised. Any employer or training provider wanting to purchase vouchers by invoice will need to apply for a credit check using the Client Application Form.

Once the employer or training provider has been credit checked, they will be given a credit limit and can purchase vouchers up to the value of that limit.

When the order has been placed an invoice will be issued for full payment following Kaplan's standard 30 day invoice terms and conditions.

Bulk booking

For those training providers or employers who intend to send a number of candidates to sit the SQE we are able to offer a bulk booking service where you can book all your candidates directly with us in one go. You will need to submit a Client Application Form providing your company details (name, email, phone number and address) and an estimate of the number of candidates being booked on each exam. This is an invoice only service so you will need to be credit checked.

Please contact Candidate Services [contact details to be confirmed] to discuss bulk booking and to request a Client Application Form.

When credit has been approved the Candidate Services team will provide details of the credit amount and a Candidate Details Request Form which should then be completed by the submission deadline (approximately one month ahead of the booking deadline) which will be indicated on the form. Candidate Services will send the form with instructions.

Forms will be processed in chronological order. If all requests can be completed the Candidate Services team will email to confirm the seats are available and have been reserved. If any locations are unavailable alternative locations will be suggested.

If you wish to book multiple candidates for SQE1 or SQE2 please email a completed Client Application Form to Candidate Services.

Individual candidates themselves must complete the registration process including the ID check, diversity survey, any exemption and or any reasonable adjustments requests, if applicable, before any bulk booking is completed on their behalf.

Verifying your identity

To register for the SQE, you need to provide a valid, official photo ID so that we can authenticate it and verify your identity. We will keep a copy of your ID document throughout your SQE journey. We will retain it for the life of your account being active, or for as long as it takes for you to sit and pass the SQE.

You will need to upload an image of your ID at registration.

Suitable ID for verification

Valid photo ID.

For example:

- Passport
- Driving Licence
- Other official (government issued) photo ID

We recommend that you use your passport to verify your identity.

Exam day

SQE1 and SQE2 written assessments

Even though you only need to verify one form of ID, you must bring two forms of identification to SQE1 and SQE2 written (taking place at PearsonVUE test centres). Please bring the same ID you used when registering to avoid complications.

We recommend you bring your current valid passport as the primary form of identification.

Alternatively, you may use one of the following documents as a primary form of identification. If presenting any of the primary IDs listed below they must be valid with photo embedded.

- Photocard driving licence
- Photocard national identification card
- Photocard UK biometric residence permit

You are also required to present a second form of identification with your full name and signature (e.g. a signed debit or credit card).

Important: No other forms of identification are acceptable. If you have any concerns, contact SQE Candidate Services team [contact details to be confirmed] as soon as possible.

If you fail to present the correct forms of identification you will be denied entry to the examination and forfeit your examination fee.

The name on your identification must exactly match the name you provided when you registered with the SQE. The assessment centre staff have no discretion to waive or vary the identification rules.

SQE2 oral assessment

You must bring the same valid form of photo ID you used when you registered. If you have had to change your ID during the period between registration and sitting the SQE2 oral exam, you must update the photo ID record held on your SQE account before you attend the assessment. Failure to do so will delay your exam registration process on the day of an assessment.

Your data

Photo ID data will only be stored on our records for the length of time you are registered with us as a candidate and only until you have completed and passed SQE2.

Please see our Privacy Policy for further information.