

Summary Regulations for Candidates

Last updated January 2018

This document and the Notice to Candidates contains a summary of the information you need in order to take a Cambridge Assessment English exam. You must read this very carefully. If you do not understand something, please ask your Centre. The full regulations, which set out your rights and obligations as a candidate, are in the *Regulations* booklet which is available from your Centre or you can download it from cambridgeenglish.org/help.

- **Cambridge Assessment English:** An examination board and part of Cambridge Assessment. Experts in English language assessment, responsible for creating, distributing and marking your exam.
- **Centre:** a Cambridge Assessment English Authorised Examination Centre. Centres are independently run institutions and Cambridge Assessment English is not responsible for any actions or omissions by Centres.
- **Candidate:** someone who has registered to take a Cambridge Assessment English exam.

1. Who can take the exams?

- Cambridge Assessment English exams may be taken by people of any age, gender, race, nationality or religion. Although they are designed for native speakers of languages other than English, no language related restrictions apply.

2. Registering for the exam

- You must register for the exam through a Centre. Your contract is with the Centre and you pay your exam fees to them.
- For some exams, there may be more than one session in the same month. There is no restriction on how many times a month you can take an exam, subject to the exam dates published on cambridgeenglish.org and the dates your Centre chooses to hold the exam.
- You must take all components of an exam on the dates specified.
- You are not allowed to take some components in one session and the remainder at another time.
- You cannot transfer an entry from one exam session to a future one, or to an exam at a different level.

3. Special Requirements

- Cambridge Assessment English will always try to make arrangements for candidates with special requirements (e.g. extra time or adapted papers).
- You must tell your Centre as soon as possible if you have any special requirements because they need to send the application to Cambridge Assessment English 8–12 weeks before the exam (depending on what is required and which exam you are taking). Some exams may need up to 3 months' notice.

4. Taking the exam

- The Centre will give you information about where and when your exam will be held. You must make sure that you arrive at the right time and that you bring the pencils, pens, etc. that you need for the exam.
- You must bring a photo ID on the day of the test. The ID must be an original unexpired government-issued ID (e.g. passport). If you do not have a suitable ID, you must notify your Centre of this before you register for an exam. If you are aged 17 or under, the Centre will provide you with a Candidate Identification form that you must fill in before the exam day and bring with you to the exam. A college/university photo ID can be used if you are from a country where there are no compulsory government-issued IDs and provided the college/university carried out appropriate checks before issuing the ID.

If you do not bring your ID or the Candidate Identification form to the exam, you will not be allowed to take the exam and you will not receive a result.

- The Centre will give you a copy of the Notice to Candidates which tells you how you must behave in the exam. You must read it carefully. If you do not follow the instructions, you will be stopped from taking the exam, or you will not receive a result.
- You must not keep any electronic items, such as mobile phones, digital sound recorders, mp3 players, cameras, etc. in the exam room during the exam. Before the test day make sure you know your Centre's policy regarding electronic items and what kind of storage they can offer on the test day. If your Centre advises you they cannot provide secure storage for your electronic items, you may wish to leave them at home.
- The use of offensive, rude or racist language in your examination answers will not be accepted. Your examination will not be marked or a result given if the examiner finds language of this nature. Cambridge Assessment English's decision on this is final.
- You will be asked to fill out a Candidate Information Sheet. Cambridge Assessment English uses this information as part of its research and development programme to improve the quality of the exams. The information you give is treated anonymously and is strictly confidential.
- You may be asked to complete a short 'anchor test'. Cambridge Assessment English uses this information as part of its quality control programme. The 'anchor test' will not affect your exam result.
- Cambridge Assessment English may also record your Speaking test as part of Cambridge Assessment English's quality control procedures.
- If you are taking the following exams: First, Advanced, Proficiency, a photo will be taken of you on the test day as an extra way of checking your identity. This list is subject to change. For Key, Preliminary and Business Certificates, you must tell your Centre whether you wish to have a test day photo taken, so the Centre can offer you a test day photo service. You or a parent or guardian must give your consent to the Centre for your photo to be taken. If a test day photo is required, you cannot take the exam unless consent for a photo to be taken has been given by you or a parent or guardian. This photo will only be visible on the Results Service website cambridgeenglish.org/verifiers and you choose who can view it by sharing your candidate ID number and secret number. For more information, contact your Centre.
- If you do not feel well on the day of the exam or think that your work may be affected for any other reason, tell the supervisor immediately. If appropriate, the Centre will report this to Cambridge Assessment English for consideration when deciding your result.
- If you miss the exam because of illness, you may be allowed a full or part refund. You will need to give medical evidence to your Centre for this to be considered.

5. After the exam

- Cambridge Assessment English cannot be held responsible for loss of exam scripts or materials while in transit from the Centre and/or its venues to Cambridge.
- For some exams your results will be available from the Results Service website between the dates specified. Your Centre will give you access to this site. For other exams a copy of your results will be posted to your Centre who will forward the information on to you. Cambridge Assessment English may amend result information under exceptional circumstances.
- Cambridge Assessment English reserves the right not to issue results for those candidates where a test day photo is required and was not taken or to candidates who breach our rules and regulations, or to cancel results if Cambridge Assessment English believes the scores are not valid.
- If you breach our rules and regulations for any of the components, you may not receive the result for the entire exam or qualification.
- If you think that your result is not correct, please contact your Centre without delay and they will give you details of the enquiries and appeals process and the related fees. Information is also available on cambridgeenglish.org.
- Cambridge Assessment English will not give feedback on your performance for individual questions. All the available information is given in your Statement of Results.

6. Certificates

- If you have passed the exam, your Centre will give you your certificate approximately 3–4 weeks after the results are released for paper-based exams. For computer-based exams this is approximately 2–3 weeks after the release of results. Unclaimed certificates may be destroyed by your Centre after one year.
- Your Cambridge Assessment English certificate is an important document containing a number of security features. If you lose your certificate and need to prove your result, you can apply for a certifying statement, which provides an official confirmation of your result. An additional fee is payable for this service. The certifying statement application form is available from cambridgeenglish.org.

7. Copyright

- Copyright on all question papers and exam material belongs to Cambridge Assessment English. You must not take question papers, notes or any other exam material out of the exam room.
- Cambridge Assessment English does not allow candidates, schools or Centres to view candidates' answers or any other work done as part of an exam.
- Cambridge Assessment English will not return any work you produce in the exam to you, your Centre or your school.

8. Data Protection

- Cambridge Assessment English takes the protection of personal data seriously and complies with the Data Protection Act 1998, the General Data Protection Regulation 2016/679 (as amended) and all applicable laws and regulations relating to the processing of personal data and privacy.
- Cambridge Assessment English will not use your personal data for any purpose other than as described below.
- Cambridge Assessment English will store your information securely for a limited period of time except with regard to information which may be needed later to confirm and verify your results which Cambridge Assessment English will keep for an unlimited time.
- Cambridge Assessment English will use your information for the following legitimate business purposes:
 - I. In administering the exam, including processing exam entries and results, marking exam scripts, issuing certificates, processing enquiries about results and investigating cases of malpractice;
 - II. To carry out quality control and research, standards setting and other activities that are related to the business of delivering qualifications and which are aimed at ensuring the delivery, as well as the integrity, of our qualifications and the protection of candidates;
 - III. To notify your Centre, and if applicable the school which prepares you for the exam, of your results as well as notifying any other third party to whom you expressly request Cambridge Assessment English releases your results;
 - IV. To notify you from time to time of other Cambridge products and services although if Cambridge Assessment English contacts you in this regard you will be given the choice to request not to be contacted again. Cambridge Assessment English may also share your personal data with other parts of Cambridge University;
 - V. To comply with applicable law or a court order or governmental regulation or for the purpose of any criminal or other legal investigation or proceeding here or abroad.
- Cambridge Assessment English may use anonymised data (that is data that does not identify a candidate) and pseudonymised data (that is data that is anonymous to the people who receive it) for research purposes and Cambridge Assessment English may share that data with third parties for research purposes. The third party recipients of this data are required to abide by strict data protection principles in their handling of the data and are also bound by a duty of confidentiality.



**Cambridge Assessment
English**

Notice to candidates

This notice contains important rules and regulations for the day of the exam.

Please read it carefully. If there is anything you do not understand, ask your teacher or supervisor.

✓ YOU MUST ...

Provide an original, valid, current and not expired photographic ID (for example, passport or government-issued identity card) at every paper, otherwise you will not be allowed to sit the exam.

Only have on your desk what you need to complete the exam (pens, pencils and erasers).

Stop writing immediately when told to do so.

Wait until the supervisor has collected your candidate login or question paper, answer sheet(s) and any extra paper before you leave your seat.

✗ YOU MUST NOT ...

Keep any electronic items (mobile phones, digital sound recorders, smart watches, cameras etc.) in the exam room or access these items during any breaks throughout the exam.

Have on your desk or on your person any materials which could help you, otherwise you may be disqualified.

Cheat, copy, give anything to or take anything from another candidate.

Talk to, signal to or disturb other candidates during the exam.

Use, or attempt to use, a dictionary.

Use erasable pens, correction fluid or tape on any exam materials.

Smoke, eat or drink in the exam room, apart from water in a clear plastic bottle.

Leave the exam room for any reason without the permission of the supervisor.

Take any question papers, answer sheets, candidate logins or extra paper out of the exam room.

Make any noise near the exam room.

Advice and information

Make sure you are on time

- Know the date, time and place of your exam and arrive well before the scheduled start time.
- If you arrive late for any part of the exam, report to the supervisor. In some cases you may be allowed to take the exam. Please check your centre's policy for late arrivals.
- If you are admitted late, not all of your work may be accepted. Your centre will explain the regulations.
- If you miss any part of the exam, you may not be given a result.

Advice and assistance during the exam

- Listen to the supervisor and follow the instructions.
- If you are not sure about what to do, raise your hand. The supervisor will come to your assistance.
- You must not ask for, and will not be given, any explanation of the questions.
- If you do not feel well on the day of the exam or think that your work may be affected for any other reason, tell the supervisor immediately. If appropriate, the centre will report this to Cambridge Assessment English for consideration when deciding your result.

For paper-based exams

- Read carefully and follow the instructions on the question paper and answer sheet.
- Tell the supervisor immediately if:
 - your personal details on the answer sheet are wrong
 - you think you have been given the wrong question paper
 - the question paper is incomplete or badly printed
 - you cannot hear the Listening exam.

For computer-based exams

- Read carefully and follow the instructions on the screen.
- Tell the supervisor immediately if:
 - your personal details on the screen are wrong
 - you think you have been given the wrong exam
 - the on-screen questions are incomplete or poorly presented
 - your headphones are not working.

THIS NOTICE MUST BE VISIBLY DISPLAYED OUTSIDE (NOT INSIDE) THE EXAM ROOMS

Use for all Cambridge English Qualifications (except Pre A1 Starters, A1 Movers and A2 Flyers) and TKT and Delta Module 1 from Cambridge English Teaching

Disqualification warning

If you cheat, use any unfair practice or break the rules, you may be disqualified.

