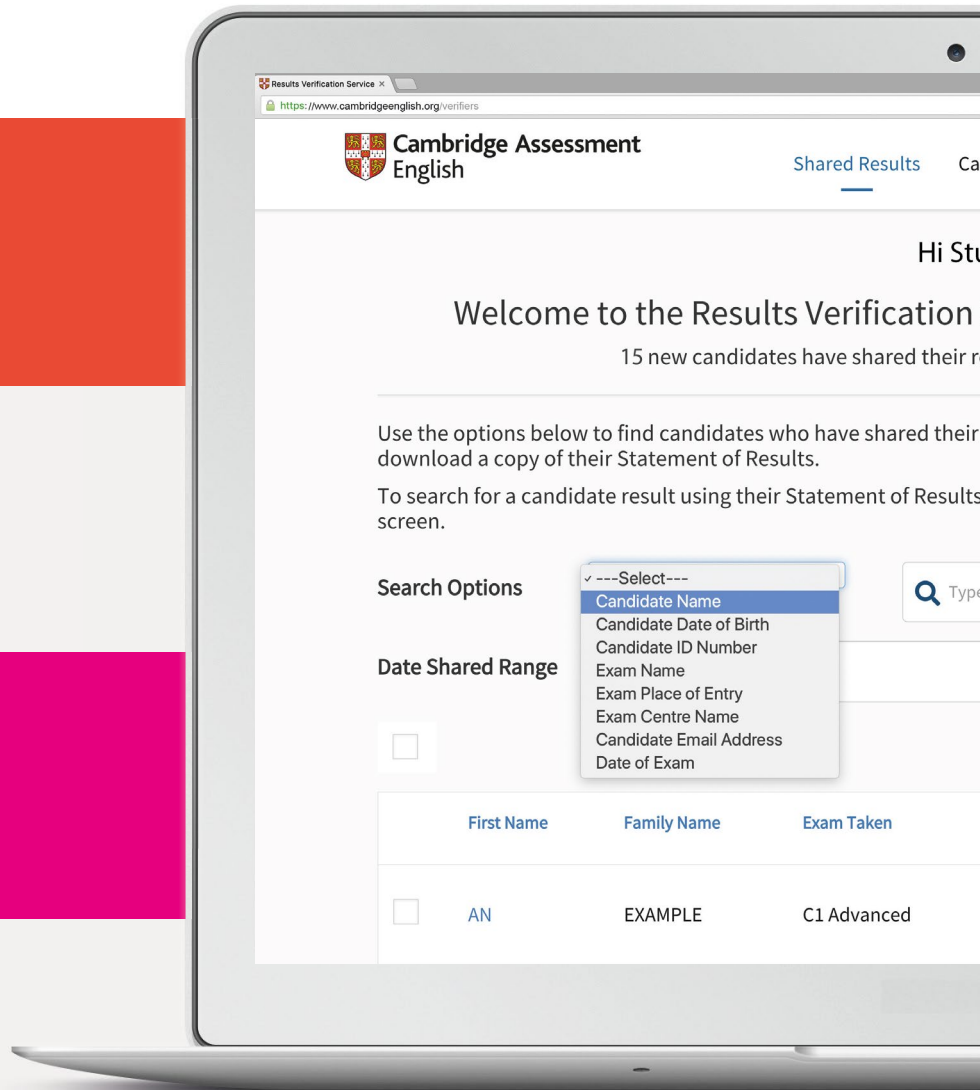




Cambridge Assessment
English



Results Verification Service

A secure and quick way to
verify your candidates' results

Introducing the service

Check the authenticity of Cambridge English results by using our free online Results Verification Service. The service is secure, easy to use, and means you can be certain that a candidate's result is valid.

About us

Part of the University of Cambridge, we help millions of people learn English and prove their skills to the world.

Globally recognised by more than 25,000 leading universities, employers and governments, our research-based assessments are a mark of excellence that open doors.

The following qualifications can be checked using the service:

- A2 Key*
- B1 Preliminary*
- B2 First*
- C1 Advanced
- C2 Proficiency
- B1 Business Preliminary
- B2 Business Vantage
- C1 Business Higher
- DELTA Module One

*Including For Schools versions



The service is:



Secure

only approved organisations can verify results.



Reliable

developed and operated by Cambridge Assessment English.



Immediate

applicant results can be quickly and easily verified.



Accessible

this web-based service is accessible to any recognising organisation the candidate nominates.



Free

the service is free to use anytime, anywhere for both candidates and recognising organisations.

The benefits

The enhanced service gives institutions, employers and government agencies the ability to verify candidates' results more effectively.

- Verify individuals or groups who have shared their results
- Download results using customisable templates
- Set up custom email alerts to let you know when results have been shared
- Use API functionality to integrate with your own database
- Have as many users as you need at your institution.



Register in minutes

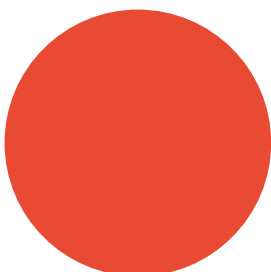
- 1 Go to cambridgeenglish.org/verifiers
- 2 Click 'Register'
- 3 Provide and submit some basic details
- 4 We will acknowledge your email within five working days and then send you a message approving your account
- 5 Follow the link in the email to set up your password
- 6 You will now be able to log in at cambridgeenglish.org/verifiers

Students should go to the [Candidates Results Service](#) to view and share their results.

Schools should go to the [Prep Centre Service](#) if they are checking their students' results.

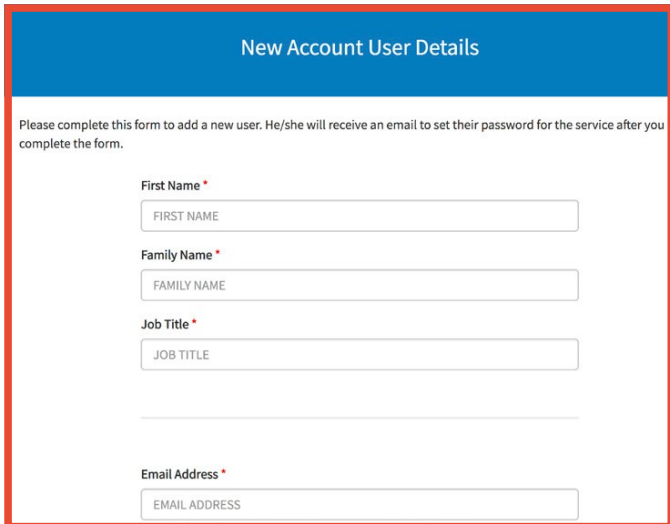
The screenshot shows the registration page for the Results Verification Service. At the top is the Cambridge Assessment English logo. Below it, the title 'Results Verification Service' is displayed. There are three radio button options: 'Create a new account' (which is selected), 'Join an existing account', and 'I am a student'. Below these options, there are three bullet points: 'Apply here to create a Results Verification Service for your organisation.', 'We aim to respond to you within five UK working days.', and 'If you have any questions, please contact us.' The 'Your Details' section contains four input fields: 'First name*', 'Last name*', 'Job title*', and 'Email address*'. The 'Email address*' field has a sub-label 'Your email address at your organisation/institution.' and a 'Confirm email address*' field next to it. A small note below the email fields states: 'The domain of your Email address (e.g. @institute.com) should be the Institution/Organisation you are registering.' The 'Organisation Details' section is partially visible at the bottom.

The screenshot shows the login page for the Verification Service. At the top is the Cambridge Assessment English logo. Below it, the title 'Verification Service' is displayed. There are two input fields: one for the email address, containing 'yours@example.com', and one for the password, containing 'your password'. Below the password field, there is a link that says 'Don't remember your password?'. At the bottom of the page, there is a large orange button with the text 'LOG IN >'.



How do I use the Results Verification Service?

1. Set up additional users

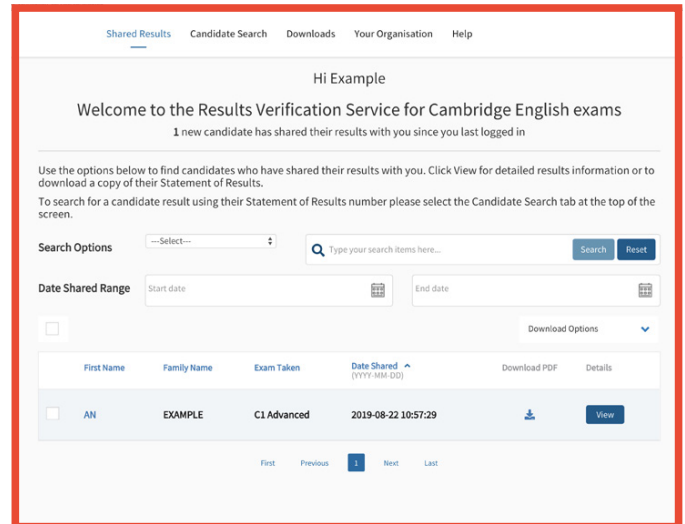


The screenshot shows a form titled "New Account User Details" with a blue header. Below the header, there is a blue bar with the title. The main content area has a blue background with white text. It includes a heading "New Account User Details" and a paragraph: "Please complete this form to add a new user. He/she will receive an email to set their password for the service after you complete the form." There are five input fields: "First Name", "Family Name", "Job Title", and "Email Address", each with a red asterisk indicating a required field. The "Email Address" field is at the bottom.

The person who registers on behalf of your organisation will be the Primary User for your account and will be able to create, edit and delete additional users as required. Only one Primary User is permitted for each account.

Each account can have multiple Admin Users. Each Admin user will be able to verify candidate's results. To add another user, the Primary User should log into the service, navigate to 'Your Organisation' and then the 'Users' tab. Click 'Add User' and fill in the new user's details. The new user will then be sent an email with a link to set up their password.

2. Sharing results

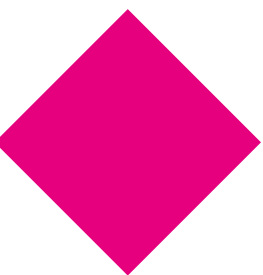


The screenshot shows the "Shared Results" page. At the top, there is a navigation bar with links: "Shared Results", "Candidate Search", "Downloads", "Your Organisation", and "Help". Below the navigation bar, there is a greeting "Hi Example" and a welcome message: "Welcome to the Results Verification Service for Cambridge English exams". A notification says: "1 new candidate has shared their results with you since you last logged in". There is a paragraph of instructions: "Use the options below to find candidates who have shared their results with you. Click View for detailed results information or to download a copy of their Statement of Results. To search for a candidate result using their Statement of Results number please select the Candidate Search tab at the top of the screen." Below this, there are search options: "Search Options" with a dropdown menu, a search input field, and "Search" and "Reset" buttons. There is also a "Date Shared Range" section with "Start date" and "End date" input fields and calendar icons. Below the search options, there is a table with columns: "First Name", "Family Name", "Exam Taken", "Date Shared (YYYY-MM-DD)", "Download PDF", and "Details". The table has one row with data: "AN", "EXAMPLE", "C1 Advanced", "2019-08-22 10:57:29", a download icon, and a "View" button. At the bottom, there are navigation links: "First", "Previous", "Next", and "Last".

Candidates can share their results online through the service by logging into the Candidate Results website and choosing to share them with your institution. New candidates will then appear in bold when you log into the service.

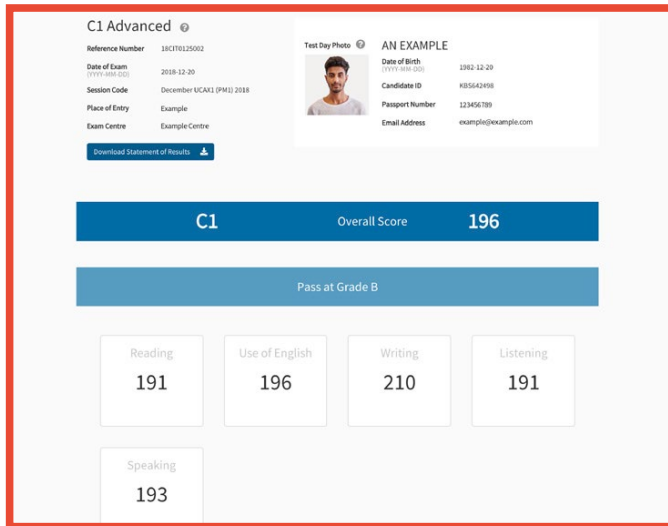
Candidates not using the Candidate Results website can directly provide you with their certificate Reference number, this is also known as their Statement of Results number, and date of birth to enable verification. Select the 'Candidate Search' tab and enter the candidate details to view their results information.

Where a candidate has shared their result with your organisation their details will appear on the 'shared results' page of your account. To access their full results, including their component scores, select 'view'. You will be able to see their test day photo for B2 First, C1 Advanced or C2 Proficiency exams and can download their Statement of Results.



How do I use the Results Verification Service?

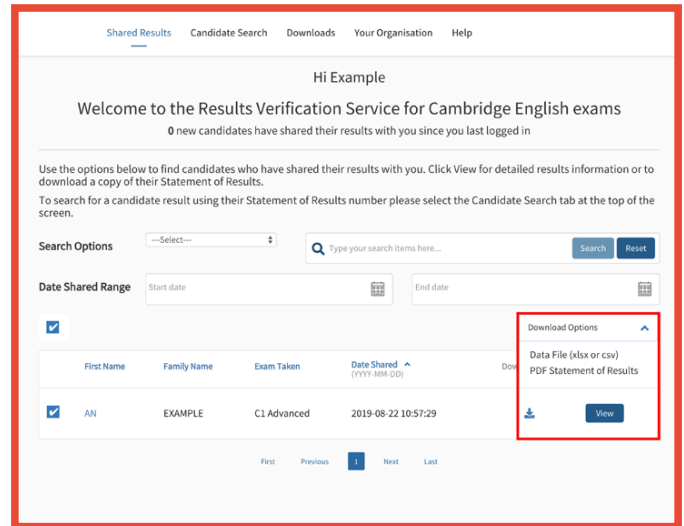
3. Verification



The screenshot shows the 'C1 Advanced' results page. It includes a 'Reference Number' (18C170125002), 'Date of Exam' (2018-12-20), 'Session Code' (December UKA1 (PM) 2018), 'Place of Entry' (Example), and 'Exam Centre' (Example Centre). A 'Download Statement of Results' button is visible. The candidate's name is 'AN EXAMPLE', with a 'Test Day Photo' and 'Date of Birth' (1982-12-29). Other details include 'Candidate ID' (K85642498), 'Passport Number' (123456789), and 'Email Address' (example@example.com). The overall score is 196, and the candidate has 'Pass at Grade B'. Component scores are: Reading (191), Use of English (196), Writing (210), Listening (191), and Speaking (193).

After locating your chosen candidate, you can click through to view their result details, including their overall score and component scores. You will also be able to see their test day photo if they have taken B2 First, C1 Advanced or C2 Proficiency.

4. Downloading results



The screenshot shows the 'Shared Results' page for 'Hi Example'. It displays a table of candidates with columns for 'First Name', 'Family Name', 'Exam Taken', and 'Date Shared'. A 'Download Options' dropdown menu is open, showing 'Data File (xlsx or csv)' and 'PDF Statement of Results'. The table lists one candidate: AN EXAMPLE, C1 Advanced, 2019-08-22 10:57:29.

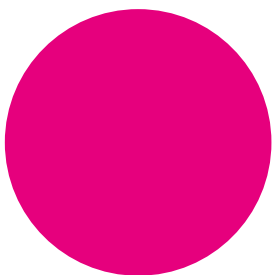
First Name	Family Name	Exam Taken	Date Shared (YYYY-MM-DD)
AN	EXAMPLE	C1 Advanced	2019-08-22 10:57:29

You can easily download result details for multiple candidates. To do this, select one or more candidates using the tick boxes and then click the arrow next to the 'Download Options' box, and choose your file format.

If you select the data file, you can choose to use the default template, which will include all available candidate details, or you can also set up your own templates. To do this, navigate to the 'Downloads' section and select 'Create New Template'.

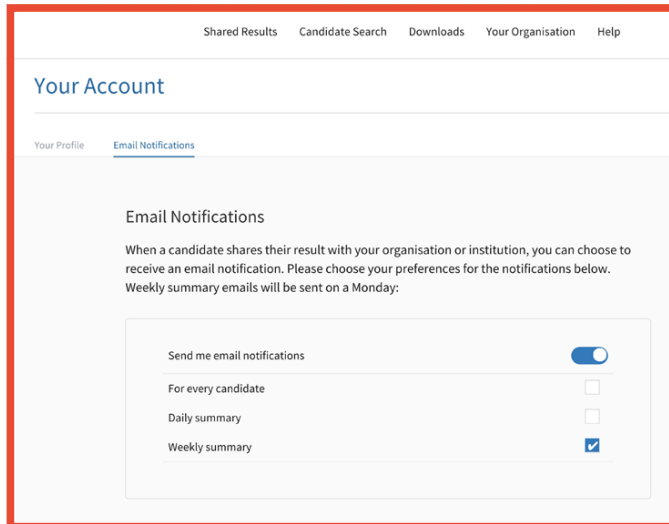
You can also view your 'Download History' and download the file again if needed.

You can download your students' results, including your archived results, using our [Online Results Service](#). If you're having trouble accessing results online, contact your [authorised exam centre](#).



How do I use the Results Verification Service?

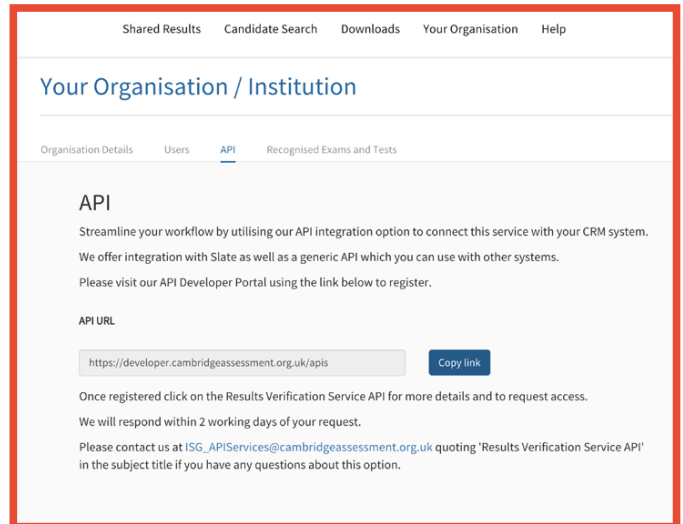
5. Email notifications



The screenshot shows the 'Your Account' page with the 'Email Notifications' sub-section selected. It includes a toggle for 'Send me email notifications' which is turned on, and three checkboxes for notification frequency: 'For every candidate' (unchecked), 'Daily summary' (unchecked), and 'Weekly summary' (checked). A note states that weekly summary emails are sent on Mondays.

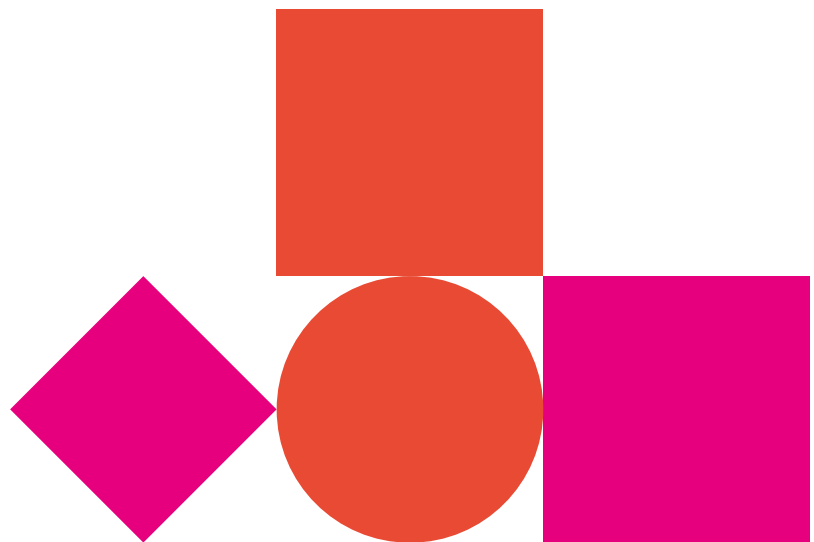
Each Primary and Admin user can opt to receive email notifications when candidates share their results with your organisation via the service, you need to turn on notifications. To do this, click on the arrow next to your name in the top right-hand corner of your account, and click on 'Email Notifications'. Click the 'Edit' button, choose your preferred frequency, and then click 'Save'. Each user at your institution or organisation should set their own notification preferences.

6. Advanced tools



The screenshot shows the 'Your Organisation / Institution' page with the 'API' section selected. It provides instructions on how to use the API to streamline workflow and connect to a CRM system. It includes a text input field for the 'API URL' containing 'https://developer.cambridgeassessment.org.uk/apis' and a 'Copy link' button. Below the input field, there are instructions on how to request access and contact support at ISG_APIServices@cambridgeassessment.org.uk.

You can streamline your workflow by using our Application Programming Interface (API) integration to connect the service with your own database. Navigate to the API section, found under 'Your Organisation', and follow the instructions to get started.



Our qualifications and tests:

- are accepted worldwide
- are trusted
- reliably prove the CEFR* level achieved
- demonstrate real-life communication skills
- safeguard results.

We help people learn English and prove their skills to the world

Discover more:
cambridgeenglish.org/verifiers

*The Common European Framework of Reference (CEFR)

Cambridge Assessment English
The Triangle Building
Shaftesbury Road
Cambridge
CB2 8EA
United Kingdom

 cambridgeenglish.org

 [/cambridgeenglish](https://www.facebook.com/cambridgeenglish)

 [/cambridgeenglishtv](https://www.youtube.com/cambridgeenglishtv)

 [/cambridgeeng](https://twitter.com/cambridgeeng)

 [/cambridgeenglish](https://www.instagram.com/cambridgeenglish)

 [/cambridge-assessment-english](https://www.linkedin.com/company/cambridge-assessment-english)

We are Cambridge Assessment English. Part of the University of Cambridge, we help millions of people learn English and prove their skills to the world.

For us, learning English is more than just exams and grades. It's about having the confidence to communicate and access a lifetime of enriching experiences and opportunities.

With the right support, learning a language is an exhilarating journey. We're with you every step of the way.

This document was initially designed for print and as such does not reach accessibility standard WCAG 2.1 in a number of ways including missing text alternatives and missing document structure.

If you need this document in a different format contact BrandAdmin.C@cambridgeenglish.org telling us your name, email address and requirements and we will respond within 15 working days.

Copyright © UCLES 2020 | CER/3608b/V4/NOV20



* 0347349026 *

All details are correct at the time of going to print in November 2020