



How to send your exam result to an organisation

a guide for candidates

Now you have got your Cambridge English Qualification result, you can share it directly with institutions or organisations of your choice. You can do this through the <u>Results Service for Candidates website</u>. It is quick and allows organisations to verify that your result is genuine.

What you need to start sharing your result

To share your result you will first need to <u>register</u> using your ID Number and Secret Number. If you have lost or have never received your ID Number and Secret Number, please contact your exam centre.

How to send your result – three simple steps:

Step 1

Log into the <u>Results Service for Candidates website</u> with your ID Number and the Password you created when you registered.

inegister	Login	
Before accessing your results, you will need to register. Click the Register button, below, and complete the online registration form.	ID Number * Your ID number can be found on your Confirmation of Entry.	
You will need the ID Number and Secret Number provided on Your Confirmation of Entry in order to register. Speak to your <u>Exam centre</u> if you need these details. For help registering to view your results, please see <u>our</u> <u>Support article</u> .	Password * Your password was chosen when you registered to use the site. This is NOT your Secret Number.	
Register >	Log in Forgotten password? >	

Step 2

When you have logged into your account, click on the 'Send your results to an education institution, employer, or immigration authority' button.

ion: Your Exam Result does not h for visa purposes. Do not share yo liately.	ave a Test Day Photo and/or Candidate Photo Identification Number. You cannot use thi our result with any immigration authorities. Please raise this with your exam centre				
Qualification	Certificate in Advanced English				
Result	Council of Europe Level B2				
Overall score	168				
Download your State Click to see your Statement o	m ent of Results f Results. You will need to have Adobe Reader on your computer.				
Send your results to It's quick and easy to share yo share icon to begin.	an education institution, employer or immigration authority our result electronically with an organisation that needs proof your result is genuine. Click the				
Add your new qualifi	cation to your LinkedIn profile				

Step 3

Next, search for the organisation you would like your result to be sent to. Start typing the name of the organisation into the search bar. Select the relevant organisation from the drop-down list and then click the 'Send my result' button.

W CAMBR	IDGE English	Send result	Shared with		Sign out	
	Send your result Use the box below to search for your desired institution or organisation and send your results to them. Please search for the shortest part of the institution or organisation's name. Where multiple accounts exist for one institution or organisation, please double check that you choose the correct faculty or department to avoid any delay in processing. If your desired institution or organisation is not listed, they may not yet have an account on our service. You can invite them to use the service if they do not appear in your search results.					
	Certificate	n Advanced Er	nglish 168			
	Institution/organisa Find an instit Back to my result	tion name* ution	Send m	ny result		
	By clicking send you are consenting to sharing your result details with the chosen institution or organisation.					

What to do if your institution is not listed

If the organisation you are applying to is not listed, you can send them an invite to setup an account to receive results. Search for the organisation name and then click on 'Send them an invite'. You will need to have their email address and website in order to send them an invite.

Send your result
Use the box below to search for your desired institution or organisation and send your results to them. Please search for the shortest part of the institution or organisation's name.
Where multiple accounts exist for one institution or organisation, please double check that you choose the correct faculty or department to avoid any delay in processing.
If your desired institution or organisation is not listed, they may not yet have an account on our service. You can invite them to use the service if they do not appear in your search results.
Certificate in Advanced English 168
Institution/organisation name*
Q
Can't see the organisation you are looking for? <u>Send them an invite</u> to create an account.
Back to my result Send my result

After sending your result

Once you have sent the result you will receive a pop-up message confirming we have sent your result to the institution you selected.

You can then check the 'Shared with' tab to see all the institutions you have sent your result to.

You can see the status of your sent results (read/unread) by navigating to the 'Shared with' tab.

	JE lish	Send result	Shared with	O Sign out
S	end your result			
Us	e the box below to search for your desire	d institution or o	rganisation and send your results to them. Please search	

Find out more > You can read more on our <u>helpdesk</u>.