Summary Regulations for Candidates

Last updated January 2023

This document and the Notice to Candidates contain a summary of the information you need to take a Cambridge English exam. You must read these very carefully. If you do not understand something, please ask your Centre. We reserve the right to modify our regulations as required and from time to time. 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.

1. Entry regulations
   - Our 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.
   - You must take all components of an exam on the specified date(s).
   - You cannot transfer an entry from one exam to another.
   - If you are disabled or you require specific access arrangements you make them known to your Centre before you register for an exam. If you are aged 17 or under and do not have ID provided it is accepted by the Centre. If you do not have a suitable ID, you must notify your Centre before you register for an exam. If you are aged 17 or under and do not have a government-issued photo ID or an acceptable school/collage photo ID, 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.
   - If you do not bring your photo ID to the exam, you may not be allowed to take the exam even if you have pre A1, A1, or A2 Flyers certificate.

2. Exam for an exam
   - You must register for an exam through a Centre. Your contract is with the Centre and you pay your exam fees to them.
   - Your photo will only be visible on the Results Verification Service website cambridgeenglish.org/verifiers and you choose who can view it by sharing your result via our Results Service for Candidates website or by sharing your Verification Number directly with the chosen institution. 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 us for consideration when deciding if you can receive a result.
   - If you miss the exam because of illness, you may be allowed a full or partial refund. You will need to give medical evidence to your Centre for this to be considered.

3. Taking the exam
   - The Centre will tell you where and when your exam will be held. You must make sure that you can attend on the day(s) as you will not be allowed to resit.
   - Bring the pencils, pens, etc. that you need for the exam.
   - You must bring a physical photo ID on the day of the test unless you are taking Pre A1 Starters, A1 Movers, or A2 Flyers. The ID must be valid, original, and unexpired. If you are taking C1 Advanced in Africa, Asia, or Australasia and you are outside of your country of permanent residence or taking the exam for immigration purposes, you must use your passport or government-issued national identity card. For immigration, check which ID document the country’s immigration authority will accept. In all other cases, if you are aged 18 or over and you have a government-issued photo ID, you may use this ID. If you do not have government-issued photo ID, you can use your university/collage/school ID which is accepted by the Centre. If you do not have a suitable ID, you must notify your Centre before you register for an exam. If you are aged 17 or under and do not have a government-issued photo ID or an acceptable school/collage photo ID, 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.
   - If you do not bring your photo ID to the exam, you may not be allowed to take the exam even if you have pre A1, A1, or A2 Flyers certificate.

4. After the exam
   - If you lose your certificate, you can apply for a Certifying Statement, which provides an official confirmation of your result, or if you took Pre A1 Starters, A1 Movers, or A2 Flyers you can request a replacement certificate within 5 years of the date of issue. An additional fee is payable for this service. The Certifying Statement application form is available from cambridgeenglish.org or contacting your Centre regarding replacing your Pre A1 Starters, A1 Movers, or A2 Flyers certificate.
   - You can request a name amendment under certain circumstances for up to two years after the exam. For details please contact your Centre.

5. Copyright
   - Copyright on all question papers and exam material belongs to us. You must not take question papers, notes, or any other exam material out of the exam room. You must not distribute or post any exam content on websites or social media.
   - We do not allow candidates, schools or Centres to view candidates’ answers or any other work done as part of an exam.
   - We will not use your personal data for any purpose other than as described below.
   - We 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 we will keep for an extended time.
   - We 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 suspected malpractice.
     II. To carry out quality control and research, standards setting and other activities that are related to the assessment processing of candidates and their exam entries and results.
     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 us to provide your results.
     IV. To notify you from time to time of other Cambridge products and services although if you contact us in this regard you will be given the choice to request not to be contacted again. We may also share your personal data with other parts of Cambridge University Press.
     V. To comply with applicable law or a court order or governmental regulation, including immigration laws and procedures, or for the purpose of any criminal or other legal investigation or proceeding in the United Kingdom or abroad.
     VI. We 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 we may share that data with third parties for research purposes. The third-party recipients of these 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.

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.

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