Summary Regulations for Candidates

Last updated November 2020

This document and the Notice to Candidates contain a summary of the information you need in order to take a Cambridge Assessment English exam. You must read these 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 can be found online at 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.

Where ‘we’, ‘our’ and ‘us’ is used in this document it means Cambridge Assessment English.

Centre: a Cambridge Assessment English Authorised Examination Centre. Centres are independently run institutions and we are not responsible for any actions or omissions by Centres.

Candidate: someone who has registered to take a Cambridge Assessment English exam. Referred to as ‘you’ or ‘your’ in this document.

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 not enter for the same exam more than once in any 28 day period.

• All components of an exam must be taken on the dates specified.

2. Entering 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.

• You cannot transfer an entry from one exam to another.

• We will always try to make arrangements for candidates with special requirements (e.g. extra time or adaptions) as long as you notify your Centre in advance. If it is as possible as possible if you have any special requirements. Depending on what is required and which exam you are taking, up to 3 months’ notice may be required.

• Some exams can be used for immigration purposes. Sometimes your passport number is required, for example when taking C1 Advanced for Australian immigration. You must provide your passport number to the Centre, ideally at the time of registration.

3. Taking the exam

• The Centre will tell you where and when your exam will be held. You must make sure that you 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.

• Bring the pencils, pens, etc. that you need for the exam.

• If you are taking a paper-based exam 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 outside of your home country, you must use your passport or national identity card. In all other cases, your ID must be government-issued (e.g. passport) or 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 arranged appropriate checks before issuing the ID. If you do not have a suitable ID, you must notify your Centre of this before your exam begins. If you are aged 17 or under and do not have suitable 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 ID to the exam, you may not be allowed to take the exam or you may 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 or regulations, you may be stopped from taking the exam, or you may not receive a result.

• You must not keep any electronic items, such as mobile phones, audio/video players/ recorders, cameras, or electronic equipment during the test day. If you are taking Pre A1 Starters, A1 Movers or A2 Flyers you will be asked to fill out a Candidate Information Sheet unless you are taking Pre A1 Starters, A1 Movers or A2 Flyers. The use of offensive (e.g. rude or racist) language in your exam answers will not be accepted.

• You will be asked to fill out a Candidate Information Sheet unless you are taking Pre A1 Starters, A1 Movers or A2 Flyers. We use this information as part of our 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’. We use this information as part of our quality control programme. The ‘Anchor Test’ will not affect your exam result.

• You must not wear a wrist watch during the exam. You may be asked to remove it.

• If you are taking C1 Advanced, if you have a passport or national ID, your ID number will also be recorded for one of these exams you or your parent or guardian acknowledge that a test day photo will be taken of you on the test day as an extra way of checking your identity. By entering into one of these exams you or your parent or guardian acknowledge that a test day photo is required. If no photo is taken, you may not be allowed to take the exam. We reserve the right to withhold results if no photo is taken.

• For C1 Advanced, if you have a passport or national ID, your ID number will also be recorded in our systems. The photo and any passport/ID number will be added to our verification site where you can share your results with recognising organisations. We will also use the photo and passport/ID number for malpractice checks.

• If you want to use your C1 Advanced result for immigration purposes, you must tell your Centre.

• If you are taking C1 Advanced in Asia, Africa or Australasia, we will not issue a result if a suitable test day photo is not uploaded into our systems. If your photo is uploaded after the deadline, your result will be delayed.

• If you are taking C1 Advanced in Asia, Africa or Australasia, we will not issue a result if a suitable test day photo is not uploaded into our systems. If your photo is uploaded after the deadline, your result will be delayed.

• For A2 Key, B1 Preliminary, B1 Business Preliminary, B2 Business Vantage and C1 Business Higher, you must tell your Centre in advance if you want to have a test day photo or passport number collected, so the Centre can provide this service to you.

• The list of exams where test day photos are mandatory or available is subject to change. On the day of the exam, if you have provided a passport or guardian ID which is not considered to be suitable, you might not be allowed to take the exam; your result might be cancelled; and the options for using your result may be limited because there is no photo on our verification site.

4. After the exam

• Your photo will only be visible on the Results Verification Service website cambridgeenglish.org/verifiers if you choose who can view your result via our Candidate Website or by sharing your Candidate Reference 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 your result.

• If you miss the exam because of illness, you may be allowed a full or partial refund. You will need medical evidence to your Centre for this to be considered.

5. Copyright

• Copyright on all question papers and model answers is owned by Cambridge Assessment English. We allow free access to these resources for education purposes. You may 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 return any work you produce in the exam to you, your Centre or your school.

6. Data Protection

We take the protection of personal data seriously and comply with the Data Protection Act 2018, the General Data Protection Regulation 2016/679 (as amended) and all applicable laws and regulations relating to the processing of personal data and privacy.

• 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. 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 exams and the protection of candidates;

  II. To notify you from time to time of other Cambridge products and services although if we contact you in this regard you will be given the choice to request not to be contacted again.

• We will also share your personal data with other parts of Cambridge University; and

• We may use anonymised data (that is data that does not identify a candidate) and pseudonymised data (that is data that is anonymised to the person who receive it) for research purposes and we will do so in accordance with the Data Protection Act 2018 and all applicable data protection laws and regulations.

• 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.

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