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 Results Service for Candidates website. 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 register 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 Results Service for Candidates website with your ID Number and the Password you created when you registered.
When you have logged into your account, click on the 'Send your results to an education institution, employer, or immigration authority' button.

Welcome First Name Last Name

Your exam result

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Certificate in Advanced English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Result</td>
<td>Pass at Grade B</td>
</tr>
<tr>
<td>Overall score</td>
<td>195</td>
</tr>
</tbody>
</table>

Download your Statement of Results
Click to see your Statement of Results. You will need to have Adobe Reader on your computer.

Send your results to an education institution, employer or immigration authority
It's quick and easy to share your result electronically with an organisation that needs proof your result is genuine. Click the share icon to begin.

Add your new qualification to your LinkedIn profile
Our exams are recognised all over the world, so by adding your new qualification to your LinkedIn profile, you can stand out from the crowd and improve your employability.
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.

Important note: If you are presented with a list of organisations with the same name (e.g. King’s College), make sure you select the correct organisation from the relevant country/city (e.g. King’s College – Cambridge).
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.

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.

You can read more on our helpdesk or contact us on recognition@cambridgeenglish.org