## Candidate test day photo registration and consent form

**Centre Name:** Auslandsgesellschaft  
**Centre Number:** DE005  
**Centre Address:** Steinstraße 48  
44147 Dortmund  
**Centre contact telephone number:** 0231/83800-38 /-52

**Use this form if you are 17, or under 17, years of age.**

### Exam details:

**Which exam do you want to take?**

<table>
<thead>
<tr>
<th>Choice</th>
<th>Paper-based</th>
</tr>
</thead>
<tbody>
<tr>
<td>B2 First (FCE)</td>
<td></td>
</tr>
<tr>
<td>C1 Advanced (CAE)</td>
<td></td>
</tr>
<tr>
<td>C2 Proficiency (CPE)</td>
<td></td>
</tr>
<tr>
<td>Other exam:</td>
<td></td>
</tr>
</tbody>
</table>

**On which date do you want to take the exam?**

**Identification (ID):** If you are taking C1 Advanced in the UK, Asia, Africa and Australasia you must record the type of acceptable photo ID used to register for the exam and bring the same ID back for each exam component otherwise you will not be allowed to sit the exam. Your ID must be current (not expired) and have a photograph.

**ID type that you will bring to the exam**

*If you are using your exam result to immigrate, use the ID that is required by that country’s immigration authority.

**ID number (e.g. if bringing your passport, what is the passport number):**

**Expiry date of the ID listed above:**

### Your details:

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name:</td>
<td></td>
</tr>
<tr>
<td>Family name(s):</td>
<td></td>
</tr>
<tr>
<td>Date of birth:</td>
<td></td>
</tr>
<tr>
<td>Gender:</td>
<td>Male</td>
</tr>
<tr>
<td>Email address:</td>
<td></td>
</tr>
<tr>
<td>Phone number:</td>
<td>Mobile/cell phone number:</td>
</tr>
</tbody>
</table>
Address:

City/town:
Post/zip code:
Country:

This is the address that your certificate will be sent to. If you want your centre to send it to a different address, please contact the centre directly.

Name of institution where you are doing a Cambridge English exam preparation course (leave blank if you are not doing a course):

Why are you taking the test? For studying abroad [ ] In which country? [ ]
For work [ ] Other [ ]

Do you need any special arrangements? For example, modified materials for visual difficulties, or administrative arrangements because of a medical condition.

Declaration:
I am the parent/legal guardian of the candidate named on this form and I give consent to this person taking the Cambridge English exam selected above.

I understand that all individuals who want to take a Cambridge English exam are required to agree to all of the Terms and Conditions (a copy of which has been provided by the centre).

I agree to the candidate being admitted for the selected Cambridge English exam at the centre listed on this form and for the date listed here. The candidate will bring a valid photo ID with them on the test day, and I consent to them having their photo taken by the centre on the day of the Speaking test and/or the written papers. I agree for this photo to be held on the secure Cambridge English Language Assessment Results Verification site and viewed as set out below if I give my agreement on behalf of the candidate.

The photo shall only be available to organisations/individuals that I agree to Cambridge English Language Assessment giving the candidate’s details to or authorise to view the candidate’s result.

By signing this form I declare that I am aware of and agree to comply with the Terms and Conditions for this exam.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Guardian</td>
<td></td>
</tr>
<tr>
<td>Signature of candidate</td>
<td></td>
</tr>
</tbody>
</table>
1. Entry regulations
   - Cambridge Assessment English 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.

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.
   - Cambridge Assessment English will always try to make arrangements for candidates with special requirements, so you must tell your Centre as soon 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.

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 start time of the exam and bring with you all of your exam materials.
   - You will be required to show your Centre’s policy regarding electronic devices. You must tell your Centre as soon 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.

4. After the exam
   - Cambridge Assessment English cannot be held responsible for loss of exam scripts or materials while in transit from the Centre and/or its venues to Cambridge.
   - For some exams your results will be made available from the Results Service website by the date specified. You need to register for access to the website. Your Centre will provide you with the registration details. For other exams your results will be released to your Centre who will forward the information to you. Cambridge Assessment English may amend result information under exceptional circumstances.
   - Cambridge Assessment English reserves the right not to issue results for those candidates who breach Cambridge Assessment English rules and regulations, or to cancel results if Cambridge Assessment English believes the scores are not valid.
   - If you think that your result is not correct, please contact your Centre without delay and they will give you details of the enquiries and appeals process and the related fees.

5. Copyright
   - Copyright on all question papers and exam material belongs to Cambridge Assessment English. You must not take question papers, notes or any other exam material out of the exam room. You must not pass any exam content on websites or social media.
   - Cambridge Assessment English does not allow candidates, schools or Centres to view candidates’ answers or any other work done as part of an exam.
   - Cambridge Assessment English will not return any work you produce in the exam to you, your Centre or your school.

6. Data Protection
   - Cambridge Assessment English takes the protection of personal data seriously and complies 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.
   - Cambridge Assessment English will not use your personal data for any purpose other than as described below.
   - Cambridge Assessment English 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 Cambridge Assessment English will keep for an extended time.
   - Cambridge Assessment English 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 malpractice.
      - II. 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 Cambridge Assessment English exams and the protection of candidates.
      - 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 Cambridge Assessment English releases your results.
      - IV. To notify you from time to time of other Cambridge products and services although if Cambridge Assessment English contacts you in this regard you will be given the choice to request not to be contacted again. Cambridge Assessment English may also share your personal data with other parts of Cambridge University.
      - V. To comply with applicable law or a court order or governmental regulation or for the purpose of any criminal or other legal investigation or proceeding here or abroad.
   - Cambridge Assessment English 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 Cambridge Assessment English may share this data with third parties for research purposes. 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.
Notice to Candidates

This notice contains important rules and regulations for the day of the exam. Please read it carefully. If there is anything you do not understand, ask your teacher or exam supervisor. WARNING: If you do not follow the rules and regulations, you may be DISQUALIFIED.

✔️ DO ...

Arrive well before the scheduled start time.

Provide an original, valid and unexpired photo ID (for example, passport or government-issued identity card) at every test.

Have on your desk only what you need for the exam (pens, pencils, erasers and ID).

Listen to the supervisor and follow their instructions.

Read carefully and follow all written instructions.

Put up your hand if:

• your personal details on the answer sheet or on the screen are wrong
• you think you have the wrong exam
• the questions are incomplete, missing or badly presented
• your headphones are not working or you cannot hear the Listening test
• you are not sure what to do (no explanation of the exam questions can be asked for or given).

Tell the supervisor if you do not feel well.

Stop writing immediately when told to do so.

Wait until the supervisor has collected your candidate login or question paper, answer sheet(s) and any extra paper before you leave your seat.

❌ DO NOT ...

Keep any electronic items (mobile phones, sound recorders, smart watches, music/video players, cameras, etc.) in the exam room or access these items during any breaks throughout the exam.

Have on your desk or on your person any materials which could help you.

Wear a wrist watch in the exam room (you will be told if you must leave it on your desk or outside the exam room).

Cheat, copy, or give anything to or take anything from another candidate.

Communicate with, attempt to communicate with, or disturb other candidates during the exam.

Use a dictionary.

Use erasable pens, correction fluid or tape on any exam materials.

Smoke, eat, or drink in the exam room, except water in a clear plastic bottle.

Leave the exam room for any reason without the permission of the supervisor.

Take any question papers, answer sheets, candidate logins or extra paper out of the exam room.

Make any noise near the exam room.

THIS NOTICE MUST BE VISIBLE DISPLAYED OUTSIDE (NOT INSIDE) THE EXAM ROOMS

Use for all Cambridge English Qualifications (except Starters, Movers and Flyers) and TKT and Delta Module One from Cambridge English Teaching

Disqualification warning

If you cheat, use any unfair practice or break the rules, you may be disqualified.

Effective from January 2019