Candidate Test Day Photo Form – Adult Candidate

Use this form for candidates who are recognised as adults in your country (if the candidate is 15 years old or under, or is an adult with a Legal Guardian, please use the Non-Adult/Legal Guardian Candidate form).

Centre name: Auslandsgesellschaft.de gGmbH
Centre number: DE005
Centre address: Steinstraße 48, 44147 Dortmund
Centre contact telephone number: 0231-838000, info@auslandsgesellschaft.de

Candidate details

Full name: ________________________________

Date of birth (DD/MM/YY): ________________________________

Sex: □ Male □ Female

Exam details

Which exam do you want to take?

| Paper-based | B2 First (FCE) | C1 Advanced (CAE) *see below | C2 Proficiency (CPE) | Other exam: ________________________________ |

On which date are you taking the exam? ________________________________

* C1 Advanced ID – fill in this section if you are taking C1 Advanced

If you are taking C1 Advanced in the UK, Asia, Africa and Australasia you must record the type of acceptable photo identification (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. The ID must be current (not expired) and have a photograph.

| ID type that you will bring to the exam | ID number (e.g. if bringing a passport, what is the passport number): | Expiry date of the ID listed above: ________________________________ |
Declaration

I understand and agree to comply with the Summary Regulations, a copy of which has been provided by the Centre.

I will bring a valid photo ID with me on the test day and I know I will not be able to sit the exam if I do not bring it.

If I am taking the First, Advanced or Proficiency exam, I acknowledge that:

- I will have my photo taken by the Centre on the day of the Speaking test and/or the written papers;
- I will not be able to sit the exam unless this photo is taken; and
- This photo will be sent to Cambridge Assessment and will be held on the secure Cambridge Assessment English Results Verification Service.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date (DD/MM/YYYY)</th>
</tr>
</thead>
</table>
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.

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

2. Entering for an exam

- You must register for an exam through your 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) so that you can take the exam 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.

- Some exams can be used for immigration purposes. Sometimes your passport number is required; for example, if you are 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

- This is what you need to know. You are not allowed to leave before the scheduled start time. If you arrive late for any part of the exam, report to the supervisor. If you are not admitted, you may leave the Centre, but you will not 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.

- You must bring a photo ID on the day of the test, unless you are a Pre A1 Starter, 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/Cambridge-issued ID card. If you are from a country where there are no compulsory government-issued IDs and provided the college/university carried out appropriate checks before issuing the ID, you may not have to show your Centre of the UK a copy of your Centre before you register for an exam. If you are aged 17 or under and do not have a 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 may not keep any electronic items, such as mobile phones, audio/video players/ recorders, watches, cameras, computers and tablets, or any material which contains your Centre’s policy regarding electronic items and what kind of storage they can offer on the test day. If your Centre advises you, you cannot provide secure storage for your electronic items, which you wish to leave at home.

- You are not allowed to wear a wrist watch during the exam 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 provide information about your Centre, the exam you are taking (e.g. Pre A1 Starter, 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 kept 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.

- We may also record your Speaking test as part of our quality control procedures.

- If you take a B2 First, C1 Advanced or C2 Proficiency exam, a photo of you is required and will be taken of you on the test day as an extra way of checking your identity. By entering for one of these exams you or your parent or guardian acknowledge that a test day photo is taken. If so, you may not be allowed to take the exam. We reserve the right to refuse admission 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 recognised 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 to 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 test day, if you or a parent or guardian asks for the photo not to be taken, you might not be allowed to take the exam; your result might be cancelled, or the options for using your result may be limited because there is no photo on our verification site.

- 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 Candidate Website. Your Centre will provide you with your Centre Service 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 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 to give medical evidence to your Centre for this to be considered.

4. After the exam

- We cannot be held responsible for loss of exam scripts or materials while in transit from the Centre and/or its venues to us.

- We value the integrity and reliability of our exams and therefore have strategies, such as statistical analysis, that counter attempts at cheating and other forms of malpractice. The investigation of suspected malpractice cases may delay results. We reserve the right not to issue results for those candidates who breach our rules and regulations, or to cancel results if we believe the scores are not valid.

- For some exams your results will be available from the Results Service website by the date specified. You need to register for access to this site. 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 on to you. We may amend result information under exceptional circumstances.

- 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. Information is also available on cambridgeenglish.org.

- We will not give feedback on your performance for individual questions. All the available information is given in your Statement of Results.

- If you have passed the exam, we will send your certificate to your Centre approximately 3-4 weeks after the results are released for paper-based exams. For computer-based exams this is approximately 2-3 weeks after the release of results. Contact your Centre for their policy on how to collect certificates. Unclaimed certificates can be destroyed by your Centre after two years.

- If you lose your certificate, you can apply for a Certifying Statement, which provides an official confirmation of your result. 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 contact your Centre regarding replacing your Pre A1 Starters, A1 Movers or A2 Flyers certificate.

- A name amendment can be requested 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 exam material. If you work as part of an exam team, you must not discuss the 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 1998, the General Data Protection Regulation (GDPR) 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. 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 our 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 us to release 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 not to be contacted again. We may also share your personal data with other parts of Cambridge University.
  - V. To comply with applicable law or court order or governmental regulation, including immigration laws and procedures, or for the purpose of any criminal or legal investigation or proceeding before which we are called to give evidence.
  - 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.
  - VII. 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.

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 anything, 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 you can download it from cambridgeenglish.org/help.
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 VISIBLY 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.