Summary Regulations for Candidates

Last updated March 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 you can download it from 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.
- 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 alternative exam location) if you inform us as soon as possible if you are aware of 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 exams 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.
- You must bring a 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 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 student photo 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 produce ID. 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 must not keep any electronic items, such as mobile phones, audio/video players/ recorders, camping gas or similar material with you. If you are taking Pre A1 Starters, A1 Movers or A2 Flyers, you must not bring any electronic items that you wish to leave them 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 remove offensive language from your exam answers. The Centre expressly reserves the right to refuse to enter answers that contain offensive language.
- 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 required. If so, 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 your 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 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. 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 who choose can view and check your result via your Candidate Website. You can also tell your Centre your Candidate Reference Number directly with the chosen institution. For more information, contact your Centre.

4. Exams

4.1 After the 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 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. 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 we contact you 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.
  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 to which we are subject.
- 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 this data are required to abide by strict data protection principles in their handing of the data and are also bound by a duty of confidentiality.

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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.

Effective from January 2019