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).

<table>
<thead>
<tr>
<th>Centre name:</th>
<th>Auslandsgesellschaft.de gGmbH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre number:</td>
<td>DE005</td>
</tr>
<tr>
<td>Centre address:</td>
<td>Steinstraße 48, 44147 Dortmund</td>
</tr>
</tbody>
</table>

Centre contact telephone number: 0231-838000, info@auslandsgesellschaft.de

**Candidate details**

<table>
<thead>
<tr>
<th>Full name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth (DD/MM/YY):</td>
<td></td>
</tr>
<tr>
<td>Sex: Male</td>
<td>Female</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email address:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone number:</td>
<td>Mobile/cell phone number:</td>
</tr>
<tr>
<td></td>
<td>City/town:</td>
</tr>
<tr>
<td></td>
<td>Post/zip code:</td>
</tr>
<tr>
<td></td>
<td>Country:</td>
</tr>
</tbody>
</table>

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):

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

**Exam details**

<table>
<thead>
<tr>
<th>Which exam do you want to take?</th>
<th>Paper-based</th>
</tr>
</thead>
<tbody>
<tr>
<td>B2 First (FCE)</td>
<td></td>
</tr>
<tr>
<td>C1 Advanced (CAE) *see below</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 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.

<table>
<thead>
<tr>
<th>ID type that you will bring to the exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you are using the exam result to immigrate, use the ID that is required by that country’s immigration authority.</td>
</tr>
</tbody>
</table>

| 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>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 downloaded at www.cambridgeenglish.org/html

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. examiners or examiners in the exam room only) but it may not be possible. If you have any special requirements. Depending on what is required and which exam you are taking, up to 5 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 an 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 unaltered. 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 carry out appropriate checks before issuing the ID. If you do not have a suitable ID, you must notify your Centre of this before you register for an exam. 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, except during the exam time during which they may be used to take test day photos. If you use the Centre’s policy regarding electronic items and what kind of storage they can offer. In some cases, test day photos cannot be taken. 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 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.

• Your photo will only be visible on the Results Verification Service website www.cambridgeenglish.org and you can choose which parts of your photo will be visible when you are viewing 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 have 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 break 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 this site. You will receive an email to 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 enquires and appeals process and the related fees. Information is also available on www.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. You can also 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 www.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. Rights

• 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 give your information security 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:
• In administering the exam, including processing exam entry and results, marking exam scripts, issuing certificates, processing enquiries about results and investigating cases of malpractice.
• To carry out quality control and research, standards setting and other activities that are related to the business of delivering exams and qualifications and which are aimed at ensuring the delivery, as well as the integrity, of our exams and the protection of candidates.
• 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;
• 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 chance to request not to be contacted again.
• We may 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 here or abroad.
• 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 people who receive it) for research purposes and we may use the information that we collect with the above 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 to 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