Cambridge English Language Assessment

Summary regulations for candidates

(last updated December 2015)

This document contains a summary of the information you need in order to take a Cambridge English Language Assessment exam. You must read this 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 **http://www.cambridgeenglish.org/help/**.

- **Cambridge English Language Assessment**: a part of Europe's largest assessment agency, Cambridge Assessment (the trading name for UCLES, a non-teaching department of the University of Cambridge).
- **Centre**: an authorised Cambridge English Language Assessment exam centre. Centres are independently run institutions and Cambridge English Language Assessment is not responsible for any actions or omissions by centres.
- **Candidate**: someone who has registered to take a Cambridge English exam.

1. Who can take the exams?

- Cambridge English 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.

2. Registering for the exam

- You must register for the exam through a centre. Your contract is with the centre and you pay your exam fees to them.
- For some exams, there may be more than one session in the same month. There is no restriction on how many times a month you can take an exam, subject to the exam dates published on **www.cambridgeenglish.org** and the dates your exam centre chooses to hold the exam.
- You must take all components of an exam on the dates specified.
- You are not allowed to take some components in one session and the remainder at another time.
- You cannot transfer an entry from one exam session to a future one, or to an exam at a different level.

3. Special requirements

- Cambridge English Language Assessment will always try to make arrangements for candidates with special requirements (e.g. extra time or adapted papers).
- You must tell your centre as soon as possible if you have any special requirements because they need to send the application to Cambridge English Language Assessment 8–12 weeks before the exam (depending on what is required and which exam you are taking). Some exams may need up to 3 months' notice.

4. Taking the exam

- The centre will give you information about where and when your exam will be held. You must make sure that you arrive at the right time and that you bring the pencils, pens, etc. that you need for the exam.
- You must bring a photo ID on the day of the test. The ID must be an original unexpired national ID (e.g. passport or national ID card). 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, 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. A college/university photo ID can be used if you are from a country where there are no compulsory national IDs and provided the college/university carried out appropriate checks before issuing the ID. If you do not bring your ID or the Candidate Identification form to the exam, you will not be allowed to take the exam and you will 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, you will be stopped from taking the exam, or you will not receive a result.
- You must not keep any electronic items, such as mobile phones, digital sound recorders, mp3 players, cameras etc in the exam room during the exam.
- The use of offensive, rude or racist language in your examination answers will not be accepted. Your examination will not be marked or a result given if the examiner finds language of this nature. Cambridge English Language Assessment's decision on this is final.
- You will be asked to fill out a Candidate Information Sheet. Cambridge English Language Assessment uses this information as part of its research and development programme to improve the quality of the exams. The information you give is treated anonymously and is strictly confidential.
- You may be asked to complete a short 'anchor test'. Cambridge English Language Assessment uses this information as part of its quality control programme. The 'anchor test' will not affect your exam result.
- We may also record your Speaking test as part of Cambridge English Language Assessment's quality control procedures.
- If you are taking the following exams: Cambridge English: Preliminary, Cambridge English: First, Cambridge English: Advanced, Cambridge English: Proficiency, Cambridge English: Business Certificates, Cambridge English: Legal, Cambridge English: Financial, a photo will be taken of you on the test day as an extra way of checking your identity. This list is subject to change. For Cambridge English: Key, you must tell your centre whether you wish to have a test day photo taken, so the centre can offer you a test day photo service. You or a parent or guardian must give your consent to the centre for your photo to be taken. If a test day photo is required, you cannot take the exam unless consent for a photo to be taken has been given by you or a parent or guardian. This photo will only be visible on the Results Verification website **www.cambridgeenglish.org/verifiers** and you choose who can view it by sharing your candidate ID number and secret number. 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 Cambridge English Language Assessment for consideration when deciding your result.
- If you miss the exam because of illness, you may be allowed a full or part refund. You will need to give medical evidence to your centre for this to be considered.

5. After the exam

- Cambridge English Language Assessment 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 available from the Results Online website between the dates specified. Your centre will give you access to this site. For other exams a copy of your results will be posted to your centre who will forward the information on to you. Cambridge English Language Assessment may amend result information under exceptional circumstances.
- Cambridge English Language Assessment reserves the right not to issue results for those candidates where a test day photo is required and was not taken or to candidates who breach our rules and regulations, or to cancel results if we believe the scores are not valid.
- If you breach our rules and regulations for any of the components, you may not receive the result for the entire exam or qualification.
- 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 **www.cambridgeenglish.org**.
- Cambridge English Language Assessment will not give feedback on your performance for individual questions. All the available information is given in your Statement of Results.

6. Certificates

- If you have passed the exam, your centre will give you your certificate approximately 4 weeks after the results are released for paper-based exams. For computer-based exams this is approximately 2 weeks after the release of results. Unclaimed certificates may be destroyed by your centre after one year.
- Your Cambridge English Language Assessment certificate is an important document containing a number of security features. If you lose your certificate and need to prove your result; you can apply for a certifying statement, which provides an official confirmation of your result. An additional fee is payable for this service. The certifying statement application form is available from **www.cambridgeenglish.org**.

7. Copyright

- Copyright on all question papers and exam material belongs to Cambridge English Language Assessment. You must not take question papers, notes or any other exam material out of the exam room.
- Cambridge English Language Assessment does not allow candidates, schools or centres to view candidates' answers or any other work done as part of an exam.
- Cambridge English Language Assessment will not return any work you produce in the exam to you, your centre or your school.

8. Data Protection

- Cambridge English Language Assessment abides by UK Data Protection laws and centres are required to comply with local data protection and privacy laws. Your information will be stored securely for a limited period of time. However, information which may be needed later to confirm and verify your result is kept for an unlimited time.
- Cambridge English Language Assessment will not use your personal details for any purpose other than for the exams except as described below. In particular, if the information you provide is used to contact you for marketing purposes, you will be given the choice not to be contacted again.
- Information provided when registering for a Cambridge English exam will be used in the administration of the exam, and may be used as part of Cambridge English Language Assessment quality control, in research and development activities or to inform you about other Cambridge products and services. Cambridge University Press may also use information for these purposes.
- Work produced in the exam will be used in the assessment of performance in the exam and written work, video and audio recordings of candidates' speaking tests may also be used as part of Cambridge English Language Assessment's quality control, research and development activities, or extracts in anonymised form may be reproduced in published exam preparation material. This may include activities within Cambridge University, such as with Cambridge University Press.
- Your Statement of Results will be made available to your centre and, if applicable, the school which prepares you for the exam, and may be sent to another authorised third party as confirmation. Where you authorise it, third parties may view information for verification purposes.
- If you are suspected of and investigated for malpractice, your personal details and details of the investigation may be passed to a third party. For example, if you want to use your result for visa or immigration purposes, we may need to share this information with the relevant immigration authority.

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NOTICE TO CANDIDATES

CAMBRIDGE ENGLISH
Language Assessment
Part of the University of Cambridge

All Cambridge English examinations (except Cambridge English: Young Learners, Admissions Testing Service and BULATS)

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 supervisor.

RULES AND REGULATIONS

- ✓ YOU **MUST** provide an original, valid, current and not expired photographic ID (for example, passport or national identity card) at every paper, otherwise you will not be allowed to sit the exam.
- ✓ YOU **MUST** only have on your desk what you need to complete the exam (pens, pencils and erasers).
- ✓ YOU **MUST** stop writing immediately when told to do so.
- ✓ YOU **MUST** wait until the supervisor has collected your candidate login or question paper, answer sheet(s) and any paper used for rough work before you leave your seat.
- × YOU **MUST NOT** keep any electronic items, such as mobile phones, digital sound recorders, mp3 players, cameras etc in the exam room during the exam.
- × YOU **MUST NOT** have on your desk or on your person any materials which could help you, otherwise you may be disqualified.
- × DO **NOT** cheat, copy, give anything to or take anything from another candidate, otherwise you will be disqualified.
- × DO **NOT** talk to, signal to or disturb other candidates during the exam.
- × DO **NOT** use, or attempt to use, a dictionary.
- × DO **NOT** use erasable pens, correction fluid or tape on any exam materials.
- × DO **NOT** smoke, eat or drink in the exam room, apart from water in a clear plastic bottle.
- × DO **NOT** leave the exam room for any reason without the permission of the supervisor.
- × DO **NOT** take any question papers, answer sheets, candidate logins or rough paper out of the exam room.
- × DO **NOT** make any noise near the exam room.

DISQUALIFICATION WARNING

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

ADVICE AND INFORMATION

Make sure you are on time

- Know the date, time and place of your exam and arrive well before the scheduled start time.
- If you arrive late for any of the papers, 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. Your centre will explain the regulations.
- If you miss any of the papers, you may not be given a result.

Advice and assistance during the examination

- Listen to the supervisor and follow the instructions.
- If you are not sure about what to do, raise your hand. The supervisor will come to your assistance.
- You must not ask for, and will not be given, any explanation of the questions.
- 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 Cambridge English Language Assessment for consideration when deciding your result.

For paper-based tests

- Read carefully and follow the instructions on the question paper and answer sheet.
- Tell the supervisor at once if:
  - your personal details on the answer sheet are wrong
  - you think you have been given the wrong question paper
  - the question paper is incomplete or badly printed
  - you cannot hear the Listening test.

For computer-based tests

- Read carefully and follow the instructions on the screen.
- Tell the supervisor at once if:
  - your personal details on the screen are wrong
  - you think you have been given the wrong test
  - the on-screen questions are incomplete or poorly presented
  - your headphones are not working.

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

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