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.
• 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 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, readers, paper, etc.) provided that these requirements do not conflict with 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 when 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 other places, you 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 carried out appropriate checks before issuing the ID. You must not have an ID, you must notify your Centre before the day you register for an exam. If you are under 17 or under and do not have suitable ID, the Centre will provide you with a candidate data identification number and you must fill in the photo ID 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.
• You must not keep any electronic items, such as mobile phones, audio/video players, readers, cameras, or other devices in the exam room during the exam. Before the test day you may use your Centre’s policy regarding electronic items and what kind of storage they can offer on the test day. If your Centre advises you they cannot provide secure storage for your electronic items, you may 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 type of offensive (e.g. large, heavy, or racist) language in your exam answers will not be accepted.
• You will be asked to fill out a Candidate Information Sheet unless you are taking Pre A1 Starters, 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 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 required. If you do not have suitable ID, 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 the system. The photo and any passport number will also be added to our verification site where you can share your result with recognising 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 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 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 strict regulations, 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 12 months.
• If you lose your certificate, you can apply for a Certification Statement, which provides an official confirmation of your result, or 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 Certification 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 you. 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 (EU) 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 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.
  V. We may also share your personal data with other parts of Cambridge University.
  VI. 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 which is necessary.
• We 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 handling of the data and are also bound by a duty of confidentiality.