

Summary Regulations for Candidates – last updated July 2023

This document and the Notice to Candidates contain important information about your Cambridge English exam. The full regulations are in the Regulations (available from cambridgeenglish.org/help).

1. Registering for an exam

Your agreement is with the Centre, and you pay your exam fees to them. Tell your Centre as soon as possible if you need specific access arrangements to take your exam.

2. Photo ID

If you do not have an original unexpired physical photo ID, tell your Centre before you register. Digital/electronic ID is not accepted. If you want to use the exam for immigration purposes, provide your Centre with a passport/ID number that the country's immigration authority needs at the time of registration. Take the same passport/ID to the exam. Take an acceptable photo ID on the exam day or you may not be allowed to take the exam or you may not receive a result. C1 Advanced has some extra ID requirements. You do not need ID for Pre A1 Starters, A1 Movers, or A2 Flyers.

3. Electronic items

Before the exam day make sure you know your Centre's electronic items policy including watches, and the type of storage available on the exam day. Do not keep any electronic items in the exam room during the exam. You may be electronically scanned for devices on exam days.

4. Test day photo

For some exams (currently B2 First, C1 Advanced, and C2 Proficiency), we need your photo to be taken on the exam day as an extra identity check. By registering for one of these exams, you or your parent/guardian acknowledge that a test day photo will be taken. If you decline a photo, or your parent/guardian decline on your behalf, you may not be allowed to take the exam or you may not receive a result.

5. Taking the exam

Take pencils, pens and other stationery that are allowed in the exam room.

If you arrive late, inform the supervisor. Depending on your Centre's policy, you may not be allowed to take the exam. The use of offensive (e.g., rude, or racist) language in your exam answers will not be accepted.

You will be asked to complete a Candidate Information Sheet unless you are taking Pre A1 Starters, A1 Movers, A2 Flyers, or paper-based A2 Key for Schools. This information is confidential and anonymous, and we use it for research and improvement purposes.

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

If you do not feel well on the exam day 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 processing your result.

If you miss the exam because of illness, provide your Centre with a medical statement and they may arrange for a full or partial refund.

6. Suspected malpractice and cheating

We value the integrity and reliability of our exams, and all candidates should have a fair and equal chance to prove their knowledge.

We investigate suspected malpractice, and this may delay your result.

If we determine that our rules and regulations were broken and/or the scores are not a reliable indicator of your ability, we may withhold or cancel your result and may ban you from taking future Cambridge English exams.

7. Results

Your Centre will forward your result for Pre A1 Starters, A1 Movers, A2 Flyers, and Teaching Knowledge Test exams. For all other exams, your result will be available from the Results Service for Candidates website by the scheduled date. You need to register to access this website. Your Centre will provide you with the registration details.

We may amend results under exceptional circumstances. If you think your result is not correct, contact your Centre and they will give you details of the enquiries and appeals process including the fees or visit cambridgeenglish.org. We will not give feedback on your performance. All the available information is in your Statement of Results.

8. Certificates

If we award a certificate, we will send it to your Centre 3–4 weeks after the results are released for paper-based exam or 2–3 weeks for computer-based exams. Contact your Centre for their policy on how to receive certificates. Your Centre can destroy unclaimed certificates after one year.

If you lose your certificate, you or your Centre can apply for a Certifying Statement, which provides an official confirmation of your result. If you take Pre A1 Starters, A1 Movers, or A2 Flyers, you can request a replacement certificate within five years of the issue date. There is a fee for this service.

You can request a name amendment under certain circumstances for up to two years after the exam. Contact your Centre for details.

9. 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 and/or post any exam content on websites or social media.

10. Complaints

If you have any concerns or complaints relating to the delivery of the exam, you can raise a complaint with your Centre. Any complaints forwarded to us will be handled in line with our Complaints Policy available on cambridgeenglish.org/help/complaints.

11. 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.

