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 the special requirements (e.g. exam materials in a language other than English, adapted paper).
- 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 government-issued ID (e.g. passport). 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 government-issued 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 into the exam and 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. Before the test day make sure you know 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 properly secure storage for your electronic items, you may wish to leave them at home.
- 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 be included on 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: First, Cambridge English: Advanced, Cambridge English: Proficiency, 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, Cambridge English: Preliminary, Cambridge English: Business Certificates, 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.
NOTICE TO CANDIDATES

All Cambridge English exams (except Cambridge English: Young Learners, Admissions Testing Service, Linguaskill 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 government issued 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 rough paper before you leave your seat.
× YOU MUST NOT keep any electronic items (mobile phones, digital sound recorders, smart watches, cameras etc.) in the exam room or access these items during any breaks throughout 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.
× 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 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. Your centre will explain the regulations.
• If you miss any part of the exam, you may not be given a result.

Advice and assistance during the exam
• 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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