

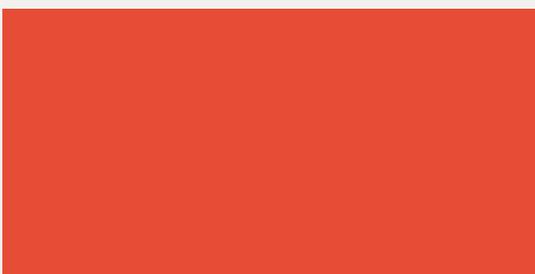


Cambridge Assessment
English



Regulations

Last updated April 2018



Cambridge Assessment English Regulations (last updated April 2018)

These are the Regulations under which Cambridge English exams are provided.

Further information about Cambridge English exams and a list of Centres can be found on cambridgeenglish.org. Anyone who requires additional information should contact their nearest Centre.

Definitions

Cambridge Assessment English: an exam board and part of Cambridge Assessment. Experts in English language assessment, responsible for creating, distributing and marking Cambridge English exams.

Centre: a Cambridge Assessment English Authorised Exam Centre. Centres are independent institutions; they are not directly controlled by Cambridge Assessment English and Cambridge Assessment English is not liable for actions or omissions by Centres. In entering for a Cambridge Assessment English exam, schools' and candidates' contractual relationship is with the Centre.

Centre Exams Manager: the main point of contact at a Centre.

Candidate: someone who has registered with a Centre to take an exam.

Important note

Cambridge Assessment English accepts exam entries on the basis that schools and candidates fully understand the Regulations. Centre Exams Managers may ask candidates (or their school representatives) to confirm that this is the case.

It is the Centre's responsibility to ensure that all candidates are made aware of the information contained in the relevant *Notice to Candidates* and, except for those designed for young learners (Starters, Movers and Flyers), the current *Summary Regulations for Candidates* at the time of registration.

General regulations and conditions

1 Entry regulations

- 1.1 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. However, the following restrictions do apply:
- For some exams, there may be more than one exam session in the same month. There is no restriction on how many times a month a candidate can take an exam, subject to the exam dates published on **cambridgeenglish.org** and the dates a Centre chooses to hold the exam.
 - All components of an exam must be taken on the dates specified and it is not possible to take some components in one session and the remainder at another time. Any exceptions to this regulation are detailed on **cambridgeenglish.org**.
 - Although there are no age restrictions for Cambridge English exams, the following exams are designed for a specific age range:
 - Pre A1 Starters
 - A1 Movers
 - A2 Flyers
 - A2 Key for Schools
 - B1 Preliminary for Schools
 - B2 First for Schools

See **cambridgeenglish.org** under the relevant exams for details.

- 1.2 Candidates can enter for different exams in the same month, for example, B2 First and C1 Advanced or B1 Business Preliminary and B2 Business Vantage, as long as satisfactory arrangements can be made at the Centre.
- 1.3 TKT (Teaching Knowledge Test) is a modular exam. Candidates can take any combination of the modules on a test date.
- 1.4 Attempts to breach the entry regulations may result in the entry being cancelled without any refund of fees.

2 Entering for an exam

- 2.1 Entries for the exams are made through a Centre. A list of Centres is available on **cambridgeenglish.org**. The Centre will advise the school or candidate on matters such as the exam dates, entry closing dates and exam fees.
- 2.2 Fees for Cambridge English exams are charged by Centres for each candidate entered. Fees may vary from region to region, depending on variations in local costs.
- 2.3 Cambridge Assessment English does not advise on textbooks or courses of study, or recommend teaching establishments. Where a school is permitted to use Cambridge Assessment English branding, this is not authorisation to act on behalf of Cambridge Assessment English but only in connection with the licensing of Cambridge English exams and subject to specific approval and regulations regarding such licensing and branding.
- 2.4 Centres decide which exams and which sessions to offer. Sometimes, they may not be able to accept an entry because, for example, they are not running the exam in that session, or they already have as many candidates as they can accommodate for the exam, or they do not have enough candidates to meet the minimum entry requirements of Cambridge Assessment English.
- 2.5 Wherever possible, Cambridge Assessment English makes arrangements for candidates with special requirements (e.g. extra time or adapted papers). Enquiries about this service must be made through Centres as soon as possible, as special arrangements requests generally need to be received by Cambridge Assessment English about 8–12 weeks before the exam (depending on what is required and for which exam). Up to three months' notice may be required for some exams.

- 2.6 Entries made after the entry closing date may be accepted on payment of an additional fee. However, acceptance of late entries will depend upon the facilities and exam material being available at the Centre in question.
- 2.7 Entries cannot be transferred from one exam session to a future one or to an exam at a different level.
- 2.8 If a candidate entry is withdrawn for medical reasons, or if the candidate misses the exam because of illness, the Centre may make a full or partial refund of the fee, as long as the Centre has checked a doctor's certificate or statement and is satisfied by it, and keeps a copy of it on file. This statement should give the medical reasons why the candidate had to withdraw from the exam and must confirm that the candidate was unable to sit the exam. Requests for refunds for other reasons will only be considered in exceptional cases. If the request is approved, the entry will be removed and no Statement of Results will be issued.

3 Taking the exam

- 3.1 Centres will tell candidates where and when the exam will take place; this may be via a Confirmation of Entry. For the exams where this confirmation is issued, it should be checked very carefully, particularly for any incorrect name spelling, and any corrections should be drawn to the attention of the Centre Exams Manager immediately.
- 3.2 For security reasons, requests to deviate from the published timetable are not normally approved. However, if it is impossible for a candidate to sit an exam at the scheduled time, the Centre may ask Cambridge Assessment English if it is possible to vary the time of the paper(s) affected. Centres must contact the Helpdesk with such requests and they must be received no later than four weeks before the published date or window of the paper(s). Any decision of Cambridge Assessment English in this respect must be in writing and is final and binding.
- 3.3 Test day photos are mandatory for the following Cambridge English exams: B2 First, C1 Advanced and C2 Proficiency. This list is subject to change. Centres will notify candidates about procedures accordingly. If candidates for A2 Key, B1 Preliminary and Cambridge English Qualifications for business would like a test day photo, candidates must tell Centres at the time of registration, so the Centre can offer a test day photo service. If a candidate, or their parent or guardian, does not give consent to the Centre for the photo to be taken, the Centre will not allow the candidate to take the exam.
The photo will only be visible on the Results Verification website [cambridgeenglish.org/verifiers](https://www.cambridgeenglish.org/verifiers), and candidates choose who can view it by sharing their candidate ID number and secret number.
- 3.4 **Candidates for all exams except those designed for young learners (Starters, Movers and Flyers), must bring a photo ID on the day of the test. The ID must be an original unexpired ID** (e.g. passport or government-issued ID). If a candidate does not have a government-issued ID and they are under 18 years old, they must notify their Centre of this when they register for an exam. The Centre will then provide them with a **Candidate Identification form** that they must fill in before the exam day and bring to the exam. If a candidate is a college/university student in a country where there are no compulsory national IDs for citizens, and they do not have a passport or government-issued ID, then their college/university photo ID can be used, provided the college/university carried out appropriate checks before issuing the ID.
If candidates do not have any of these ID documents, then they must obtain one of them before registering for an exam.
If Centre staff doubt the identity of the candidate (based on the guidance given in the 'Checking candidates photo IDs' section of the *Exam Day Booklet*), they have the right not to allow them to sit the exam.
If the candidate does not bring the ID or the ID form to the exam, they will not be allowed to take the exam and they will not receive a result.

- 3.5 Except for candidates of those exams designed for young learners (Starters, Movers and Flyers), candidates will be asked to complete a Candidate Information Sheet. This provides information that Cambridge Assessment English uses as part of its research programme to improve the quality of the exams. The information provided is treated anonymously and is strictly confidential.
- 3.6 Candidates may also be required to take a short written Anchor Test. This provides information that Cambridge Assessment English uses as part of its quality control programme. Candidates' performance in the anchor test will not affect their exam results.
- 3.7 The rules and regulations on how candidates must behave during the exam are given in the relevant *Notice to Candidates*. Centres will make a copy available to each candidate. Anyone not following the instructions contained in this Notice may be stopped from taking the exam or may be subject to Cambridge English Malpractice procedures, full details of which are available on cambridgeenglish.org/help/malpractice. Candidates are not permitted to keep any electronic items, such as mobile phones, recording devices, mp3 players, smart watches, etc. in the exam room during the exam. Centres must advise candidates before the test day about the arrangements for electronic items, so that candidates can decide whether to bring these with them or not. Malpractice such as copying is likely to be noticed by the invigilator or supervisor, but may also be detected by examiners during marking and by statistical checks applied to candidates' answers. Any candidate found to have been involved in malpractice will not receive a result. Candidates have the right to appeal, via their Centre Exams Manager, against any decision relating to malpractice. Details of the Cambridge Assessment English Appeals Procedure are also available on cambridgeenglish.org.
- 3.8 The use of offensive, rude or racist language in exam answers will not be accepted and an exam will not be marked or a result given if the examiner finds language like this. The decision by Cambridge Assessment English on this is final.
- 3.9 Cambridge English exams are marked by qualified examiners who are subject to a rigorous training and monitoring programme. Part of the monitoring of Speaking Examiners may involve audio-recording of selected live interviews. Centres will provide the equipment in order to record the interviews and also upload the files (e.g. mp3 and pdf of the mark sheet). Candidates should, therefore, be made aware that their Speaking test may be recorded and that a Team Leader may also sit in on a Speaking test to monitor the Speaking Examiners.
- 3.10 A fee is charged for name amendments requested after certificates have been issued. Any request for name amendments received more than two years after the original certificates were issued will not be accepted. Instead the candidate will need to apply for a Certifying Statement. Please note that an additional fee is payable for this service. For some exams the results will be available from the Results Service website between the dates specified. The Centre will give candidates access to this site. For other exams a copy of the results will be posted to the Centre, which will forward the information on to candidates.
- 3.11 Cambridge Assessment English regularly monitors its Centres to ensure that they are administering exams according to its strict regulations and to check quality of service. Centre staff are expected to act in a polite and professional manner towards Inspectors. Most inspections are unannounced and can be carried out at any venue used by a Centre to administer Cambridge English exams. Cambridge Assessment English monitors its Inspectors regularly and a Centre might be visited by an Inspector and a monitoring Inspector who is observing the Inspector's work. Inspectors may carry out additional ID checks. Mystery shopping may be used to check quality of service or compliance with regulations.
- 3.12 If there is any problem which might affect the performance of a candidate during the exam, this must be reported to the Centre on the day of the exam. If appropriate, the Centre Exams Manager will report it to Cambridge Assessment English. **Special Consideration** may be given in such instances and, where appropriate, the marks of affected candidates are adjusted to take the adverse circumstances into account. Where candidates have been given Special Consideration in this way but have still failed the exam, Centres will be informed. Special Consideration cannot be given once results have been released.

4 After the exam

- 4.1 Cambridge Assessment English cannot be held responsible for the loss of exam scripts or materials while in transit from the Centre and/or its venues to Cambridge.
- 4.2 Results are issued as soon as possible after the exam. For most exams, candidates receive a Statement of Results which contains information on their score on the Cambridge English Scale for each of the four skills as well as their overall score, their grade for the overall exam and their CEFR level for the overall exam. Individual paper performance is not given to those candidates with grade X (absent from part of the exam), grade Z (absent from all of the exam), or PENDING (result to follow).
- 4.3 If a school or candidate believes that an incorrect result has been awarded, their Centre may submit a **Results Enquiry**. The Centre Exams Manager will advise on the fee for this service and the dates by which all such requests must be received. It is extremely rare for such enquiries to lead to a change in the result for the following reasons: the majority of papers in Cambridge English exams are, at the time of initial marking, either machine marked, or clerically marked and checked; examiner-marked papers are marked only after intensive training of examiners; and all examiners are monitored throughout the marking period.
- 4.4 If a school or candidate is dissatisfied with the outcome of a Results Enquiry, their Centre may submit an **Appeal**. The Centre Exams Manager will be able to advise on fees for this service and the dates by which Appeals should be received.
- 4.5 The result of either a Results Enquiry or an Appeal may be a higher grade, a lower grade, or no grade change. Full details of the Results Enquiry and the Appeals procedures are available on cambridgeenglish.org.
- 4.6 It should be noted that an enquiry about the accuracy of a result is not the same as a request for feedback on the performance of a candidate (e.g. 'Where did he or she go wrong?'). Information about a candidate's performance in individual papers is limited to what is contained in the Statement of Results. No further information will be given to candidates, schools or Centres. Under no circumstances will Cambridge Assessment English return work done by candidates. Statements of Results are continually reviewed and revised in order to provide the most useful information about candidate performance that can be deduced from a single exam.
- 4.7 Cambridge Assessment English may amend the result information under exceptional circumstances. Amendments to the results originally awarded may be due (rarely) to correction following an enquiry about a result, or (even more rarely) to the need to adjust marks for a particular paper following one of Cambridge English post-exam quality checking procedures. Cambridge Assessment English reserves the right to cancel exam results if it believes the scores are not valid. If a candidate breaches Cambridge Assessment English rules and regulations for any of the components, they may not receive the result for the entire exam or qualification.
- 4.8 Cambridge Assessment English reserves the right not to issue results for those candidates where a test day photo is required and was not taken.
- 4.9 **Certificates** are issued through the Centre to candidates with passing grades. For paper-based exams this is approximately 3–4 weeks after the results are released. For computer-based exams this is approximately 2–3 weeks after the results are released. Cambridge Assessment English certificates are important documents containing a number of security features in order to make it difficult for them to be forged or copied. Because of the value placed on them, Centre Exams Managers may require candidates to collect and sign for them in person. Unclaimed certificates may be destroyed after one year.
- 4.10 Cambridge Assessment English will only replace damaged certificates if the original has been damaged accidentally, the damaged certificate is returned, and the original was issued less than five years ago. Where these circumstances apply, applications should be made through the original Centre of entry, with the appropriate fee and proof of identity.
- 4.11 Certificates are issued in the name of the candidate at the time the award was made. Replacement certificates will not be provided to accommodate a subsequent change of name.
- 4.12 A candidate who has lost a certificate may apply for a **Certifying Statement of Results**, for which a fee is payable. See cambridgeenglish.org for more information.

5 Copyright

- 5.1 Cambridge Assessment English holds the copyright on all question papers and exam material. Question papers and exam material may not be taken from the exam room or reproduced in whole or in part without permission in writing from Cambridge Assessment English.
- 5.2 Cambridge Assessment English does not allow candidates, schools or Centres to view candidates' answers or any other work done as part of an exam.
- 5.3 Cambridge Assessment English will not return any work candidates produce in the exam to candidates, schools or Centres.

6 Data protection

Cambridge Assessment English takes the protection of personal data seriously and complies with the Data Protection Act 1998, the General Data Protection Regulation 2016/679 (as amended) and all applicable laws and regulations relating to the processing of personal data and privacy.

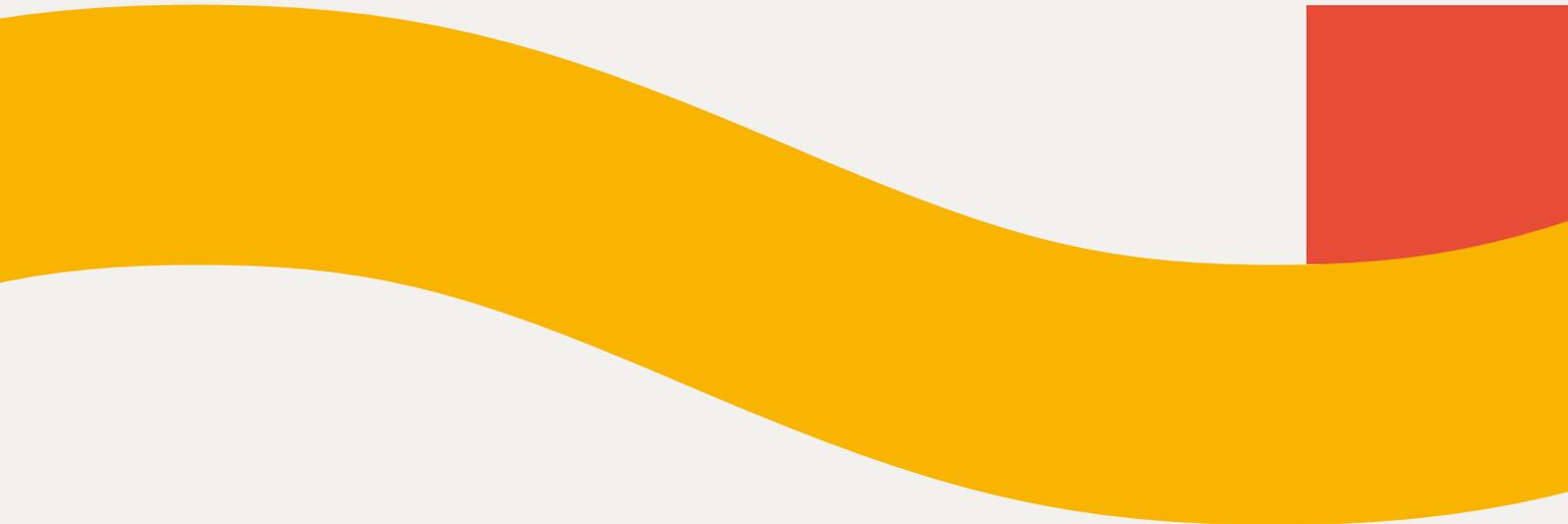
Cambridge Assessment English will not use the candidate's personal data for any purpose other than as described below.

Cambridge Assessment English will store the candidate's information securely for a limited period of time, except with regard to information which may be needed later to confirm and verify results, which Cambridge Assessment English will keep for an unlimited time.

Cambridge Assessment English will use the candidate's 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 Cambridge English qualifications and the protection of candidates.
- III. To notify the Centre, and if applicable the school which prepares the candidate for the exam, of the candidate's results as well as notifying any other third party to whom the candidate expressly requests Cambridge Assessment English releases their results.
- IV. To notify the candidate from time to time of other Cambridge products and services, although if Cambridge Assessment English contacts the candidate in this regard they will be given the choice to request not to be contacted again. Cambridge Assessment English may also share the candidate's personal data with other parts of the University of Cambridge.
- V. To comply with applicable law or a court order or governmental regulation, or for the purpose of any criminal or other legal investigation or proceeding here or abroad.

Cambridge Assessment English may 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 Cambridge Assessment English 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.



We are Cambridge Assessment English. Part of the University of Cambridge, we help millions of people learn English and prove their skills to the world.

For us, learning English is more than just exams and grades. It's about having the confidence to communicate and access a lifetime of enriching experiences and opportunities.

With the right support, learning a language is an exhilarating journey. We're with you every step of the way.

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