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 for 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. examiners or adaptors) to sit during the exam. Before you start you must tell the Centre about 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 all other cases, your ID must be government-issued (e.g. passport) or a college/university photo ID card. 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 may not have a suitable ID. 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 and do not have suitable ID, 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. 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.
- 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 or regulations, you may be stopped from taking the exam, or you may not receive a result.
- You must not keep any electronic items, such as mobile phones, audio/video players/recorders, cameras and electronic watches, in the exam room during the exam. Before you start you must tell the Centre if you are not sure whether you have any electronic items and that you do not wish to have 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 use of offensive (e.g. rude or racist) language in your exam answers will not be accepted.
- You will be asked to provide the Centre with a Candidate Reference Number and your passport number to the Centre, ideally at the time of registration.
- You must register for an exam through a Centre. Your contract is with the Centre and you must provide your passport number to the Centre, ideally at the time of registration.
- 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.
- You 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 on 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 a 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 our systems. The photo and any passport ID number will 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 are taking C1 Advanced in Asia, Africa or Australasia, we will not issue a result if a suitable test day photo is not uploaded into our systems. If your photo is uploaded after the deadline, your result will be delayed.
- For A2 Key, B1 Preliminary, B1 Business Preliminary and B2 Business Higher, you must tell your Centre if you want to have a test day photo or passport number collected, so the Centre can provide this service to you.
- The list of exams where test day photos are mandatory or available is subject to change. On the test day, if you or a parent or guardian asks for the photo not to be taken, you might not be allowed to take the exam, your result might be cancelled, or the options for using your result may be limited because there is no photo on our verification site.
- Your photo will only be visible on the Results Verification Service website cambridgeenglish.org/verifiers and you choose who can view it by sharing your result via our Candidate Website or by sharing your Candidate Reference Number directly with the chosen institution. For more information, contact your Centre.

4. After the exam
- 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.

5. 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 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 (GDPR) (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 will 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 you contact us 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 having a bearing on you;
  VII. We 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 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.

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.