

Summary regulations for candidates

This document has been written to give you the information you need when you enter for a Cambridge ESOL examination. You must read this document very carefully. If there is anything you do not understand, someone at the examination centre will explain it to you.

The full examination regulations are listed in the *Regulations* booklet which is available from your centre and from the Cambridge ESOL website at www.CambridgeESOL.org.

- 'ESOL' means 'English for Speakers of Other Languages'.
- **Cambridge ESOL** is the short name for 'University of Cambridge ESOL Examinations', a part of the University of Cambridge Local Examinations Syndicate.
- '**Centre**' means an authorised Cambridge ESOL examination centre. Centres are independent institutions; they are not directly controlled by Cambridge ESOL, and Cambridge ESOL is not liable for actions or omissions by centres.
- **Candidate:** a candidate is someone who has registered to take an examination.

1. Who can take the examinations?

- You cannot enter for the examination if English is your first language. If you are in any doubt about this, ask your centre for advice.

2. Entering for the examination

- You enter for the examination through an authorised Cambridge ESOL examination centre. Your contract is with them and all fees should be paid to them.
- For some examinations, there may be more than one examination session in the same month. You cannot enter for the same examination in more than one of these sessions.

3. Taking the examination

- The centre will tell you where and when your examination will be. You must make sure that you arrive at the right time and that you have the pencils, pens, etc. that you need for the examination.
- **The centre will give you a copy of the Notice to Candidates. This tells you how you should behave in the examination, and you must read it carefully. If you do not follow the instructions in the Notice to Candidates, you may be stopped from taking the examination, or you may not receive a result.**
- You may be asked to complete a **Candidate Information Sheet**. This provides information that Cambridge ESOL uses as part of its research programme to improve the quality of the examinations. The information you provide is treated anonymously and is strictly confidential.
- You may be asked to complete a short 'anchor test'. This provides information that Cambridge ESOL uses as part of its quality control programme; the anchor test will not affect your examination result.
- You may also have your Speaking test recorded as part of Cambridge ESOL's quality control procedures.
- If there is any problem which you think might affect your performance during the examination you must tell your centre on the day of the

examination or immediately afterwards. If appropriate, the centre will report it to Cambridge ESOL who will consider it when deciding your final result.

4. After the examination

- Your centre will give you your result about 6–8 weeks after the examination. If you do not think that your result is correct or if you have not received a grade for any reason, the centre will give you details of the enquiries and appeals process.
- Occasionally, Cambridge ESOL's quality control procedures make it necessary to change a candidate's result after it has been issued.

5. Special requirements

- Where possible, Cambridge ESOL makes provision for candidates with special requirements (e.g. extra time or adapted papers). You must let your centre know as soon as possible if you have any special requirements as applications will normally need to be received by Cambridge ESOL about 8–12 weeks before the examination (depending on what is required and which examination you are taking). Up to 6 months notice may be required for some examinations.

6. Certificates

- If you have passed the examination, your centre will give you your certificate about one month after they gave you your Statements of Results. You must not lose it as Cambridge ESOL does not normally replace certificates. If you do lose your certificate and need to prove your result, you can apply for a certifying statement.

7. Copyright

- Copyright on all question papers and examination material belongs to Cambridge ESOL. You must not take question papers or other examination material out of the examination room.

8. Data Protection

- Cambridge ESOL complies with the requirements of UK Data Protection legislation, and examination centres comply with local Data Protection and privacy laws. Your information will be stored securely for a limited period of time, except in the case of information which may later be required in order to confirm the result awarded to a particular candidate, which is kept indefinitely.
- Information on how you performed in the examination will be sent to your centre, and may be sent to your school or to another authorised third party for verification purposes. Work you produce in the examination will not be returned to you, or to your school, and will not be retained by the centre.
- Neither Cambridge ESOL nor any of its centres will use your personal details for any purpose which is not directly connected with the examinations. In particular, the information you provide will not be used to contact you for marketing purposes without your explicit consent.

Information you provide when registering for the examination, and the work you produce in the examination will be used in the assessment of your performance in the examination, and may be used as part of Cambridge ESOL's quality control and research activities. Full details of these are contained on the Cambridge ESOL website at www.CambridgeESOL.org. This may include written work, and video and audio recordings of your Speaking test. Cambridge ESOL and the centre will ensure that this information is never used in such a way that your personal details are made public.

