



CAMBRIDGE
English

Candidate Registration Form - Non-Adult / Legal Guardian

Use this form for candidates who are recognised as children in your country or is an adult with a Legal Guardian.

Centre Details		Centre address:
Centre Name:	Auslandsgesellschaft.de gGmbH	Steinstraße 48
Centre number:	DE005	44147 Dortmund
Centre telephone number:	+49 231 838 000	
E-Mail address:	info@auslandsgesellschaft.de	

Candidate details	Date of birth (DD/MM/YYYY)	Sex: Male / Female / Prefer not to say
Full name (first name and surname/family name):		

E-Mail address	Phone number	Mobile/cell phone number
Address	City/town	Post/ZIP Code
Country		

Exam details – Which exam do you want to take?						
Exam name				Exam name		
C2 Proficiency (CPE)				Other		
C1 Advanced (CAE) *see below						
B2 First (FCE)						
B1 Preliminary (PET)						
A2 Key (KET)						
Flyers (YLE)						

Movers (YLE)					
Flyers (YLE)					
Exam Date – check with your exam centre on which dates they can run the exam					

C1 Advanced ID – fill in this section if you are taking C1 Advanced		
If the candidate takes C1 Advanced in Asia, Africa or Australasia, you must record the type of acceptable photo identification (ID) used to register for the exam and bring the same ID back for each exam component. Otherwise you will not be allowed to sit the exam.	ID type that you will bring to the exam. If you are using the exam result to immigrate, use the ID that is required by that country's immigration authority.	
	ID number:	
	Expiry date of the ID (check it is still valid on the exam date)	

Declaration		
<ul style="list-style-type: none"> I am the Parent/Legal Guardian of the candidate named on this form and I understand this person is taking the Cambridge English exam selected above. I understand and agree to comply with the Summary Regulations and Notice to Candidates, copies of which have been provided by the Centre. I will ensure the candidate brings a valid photo ID with them on the test day. Otherwise I am aware they will be able to sit the exam (not applicable for Starters/Movers/Flyers). If the candidate is taking the First, Advanced or Proficiency exam, I acknowledge that <ul style="list-style-type: none"> the candidate will have their photo taken by the Centre on the day of the Speaking test and/or the written papers they may not be allowed to take the exam unless the photo is taken if the candidate is taking C1 Advanced in Asia, Africa or Australasia, no result will be awarded if there is no photo. This photo will be sent to Cambridge English and will be held on the secure Cambridge English Verification Service. 		
Parent / Legal Guardian's name	Signature	Date (DD/MM/YYYY)

Mit der Anmeldung werden die Prüfungsgebühren in voller Höhe fällig. Kostenfreie Anmeldungen sind nur bis zum Anmeldeschluss möglich. Danach ist eine Kostenerstattung nur mittels eines Attests für den Prüfungstag möglich. Die Anmeldungen werden nach der Reihenfolge des Eingangs berücksichtigt. In der Regel starten die schriftlichen Prüfungen am genannten Prüfungstag ab 09:00 Uhr. Der Tag sowie die Uhrzeit der mündlichen Prüfung innerhalb des „speaking windows“ werden nach Anmeldeschluss bekanntgegeben. Die Termine und speaking windows zu den Prüfungen finden Sie im Downloadbereich unserer Homepage unter <https://auslandsgesellschaft.de/sprachen-lernen/sprachpruefungen> .

Summary Regulations for Candidates – updated August 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 and the type of storage available on the exam day. This includes watches and phones.

Do not keep any electronic items in the exam room during the exam. You may be electronically scanned for devices on entry.

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 and you will not receive a result for some or all of your exam.

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 or audio record your Speaking test as part of our quality control and research 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 skills. Cheating, or attempting to cheat, is considered malpractice. We investigate suspected malpractice. This may delay your result. If we determine that our rules and regulations may have been broken and/or the scores are not a reliable indicator of your ability, we may withhold or cancel your result. We may also 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](https://cambridgeenglish.org/results) website by the scheduled date. You need to register to access this website. Your Centre will provide you with the registration details.

If we determine that our rules and regulations may have been broken and/or the scores are not a reliable indicator of your ability, we may withhold or cancel your result.

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 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.



Notice to Candidates

Please read these important rules and regulations carefully.

If there is anything you do not understand, ask your teacher or exam supervisor.

WARNING: If you do not follow the rules and regulations, or if Cambridge has evidence of cheating (this may come from post-exam checks), you will not receive a result.

✓ DO ...

Arrive well before the scheduled start time.

Provide a physical photo ID which is original, valid, and in date (for example, passport or government-issued identity card) for each part of the exam.

Have on your desk only what is allowed for the exam (for example, pens, pencils, erasers, & ID).

Listen to the supervisor and follow their instructions.

Read and follow all written instructions carefully.

Put up your hand if:

- your personal details on the answer sheet or on the screen are wrong
- you think you have the wrong exam
- the questions are incomplete, missing or badly presented
- your headphones are not working, or you cannot hear the Listening test
- you are not sure what to do (no explanation of the exam questions can be asked for or given).

Tell the supervisor if you do not feel well.

Stop writing immediately when you are told to.

✗ DO NOT ...

Keep watches or any electronic items (for example, mobile phones, and cameras) in the exam room or access these items during any breaks in the exam.

Have with you at your desk any items which are not allowed.

Cheat, copy, help another candidate, or give anything to or take anything from another candidate during the exam.

Talk to, try to communicate with, or disturb other candidates during the exam.

Use a dictionary.

Use erasable pens, correction fluid or tape.

Smoke, eat, or drink (except water) in the exam room.

Leave your seat until you are allowed to.

Leave the exam room for any reason without the permission of the supervisor.

Take any question papers, answer sheets, candidate logins, or extra paper out of the exam room.

Make any noise near the exam room.

THIS NOTICE MUST BE VISIBLY DISPLAYED OUTSIDE (NOT INSIDE) THE EXAM ROOMS

Use for all Cambridge English Qualifications (except Starters, Movers, and Flyers)
and TKT and DELTA Module One from Cambridge English Teaching

If you cheat or break the rules, you may be disqualified.

Effective from January 2024

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ENG/3607/V1/NOV23



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English