

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 gmbH	Steinstraße 48 44147 Dortmund
Centre number:	DE005	
Centre telephone number:	+49 231 838 00 71	Customer number:
E-Mail address:	kemmer@auslandsgesellschaft.de	

Candidate details as indicated on Identity Card	
Last name:	
Names:	
E-Mail address:	
Mobile number:	
Address	
Street and number:	
City/town:	
Post/ZIP Code:	
Country:	
Date of birth: (DD/MM/YYYY)	Gender as indicated on Identity Card:
	<input type="checkbox"/> Male <input type="checkbox"/> Female

This is the address that your certificate will be sent to. If you want your centre to send it to a different address, please contact the centre directly.

Name of institution where you are doing Cambridge English exam preparation course (leave blank if you are not doing a course).

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Do you need any special arrangements? For example, modified materials for visual difficulties, or administrative arrangements because of a medical condition.

no yes

If yes, please provide supplemental information:

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Exam details – Which exam do you want to take?		
Exam name:		
C2 Proficiency (CPE)		Other:
C1 Advanced (CAE) *see below		
B2 First (FCE)		
B1 Preliminary (PET)		
A2 Key (KET)		
Pre A1 Starters (YLE)		
A1 Movers (YLE)		
A2 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)

Die Anmeldung ist verbindlich. Mit der Anmeldung werden die entsprechenden Prüfungsgebühren in voller Höhe fällig. Kostenfreie Abmeldungen sind bis 45 Tage vor Prüfungstermin möglich. Danach ist eine Kostenerstattung nur mittels eines Attests für den Prüfungstag möglich. Bei Abmeldungen nach Ablauf der 45 Tage behalten wir eine Verwaltungsgebühr in Höhe von 30,00€ ein (ausgenommen bei Vorlage eines Attests).

In der Regel starten die schriftlichen Prüfungen am genannten Prüfungstag ab 09:00 Uhr. Der Tag sowie die Uhrzeit der mündlichen Prüfung innerhalb eines bestimmten Zeitfensters werden nach Anmeldeschluss bekanntgegeben. Weitere Informationen finden Sie auf unserer Homepage unter <https://auslandsgesellschaft.de/sprachen-lernen/sprachpruefungen>.

Summary Regulations for Candidates – updated March 2024

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.

Your Centre is required to put in place any access/special arrangements you are entitled to for your exams. Tell your Centre as soon as possible if you need access arrangements so that they can put them in place for you.

2. Photo ID

Except for Pre A1 Starters, A1 Movers, and A2 Flyers exams, you must have an original, unexpired, photo ID. Otherwise, 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, at the time of registration, with a passport/ID number that the country's immigration authority needs and take the same passport/ID to the exam.

C1 Advanced has extra ID requirements, see the full Regulations for details.

Bring 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.

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 because you cannot keep phones, watches (all types), etc inside the exam room.

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 understand, or your parent/guardian understands, that a test day photo will be taken. If you decline, or your parent/guardian declines, a photo to be taken, you may not be allowed to take the exam or you may not receive a result.

5. Taking the exam

Bring pencils, pens and allowed stationery to the exam.

If you arrive late, 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.

We, or your Centre on our behalf, may video or audio record your Speaking test for quality control, exam integrity and/or research purposes.

If you do not feel well on the exam day or think that your work may be affected for other reasons, tell the venue staff immediately. If appropriate, your Centre will report this to us for consideration.

If you cannot attend the exam, inform your Centre as soon as possible. You may receive a full/partial refund or be able to register for another exam date. Your Centre may ask you for supporting evidence such as a medical statement.

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 Teaching Knowledge Test exams. For all other exams, your result will be available from the [Results Service for Candidates](https://cambridgeenglish.org/results-service) website by the end of the results release date window. You need to register to access this website and your Centre will provide you with the 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 review results and under exceptional circumstances we may change a result.

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 you can 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 you a certificate, we will send it to your Centre 2–4 weeks after the results are released depending on the exam you take. Contact your Centre for their policy on how to receive your certificate.

Your Centre can destroy unclaimed certificates after one year.

If you lose your certificate, you can apply for a [Certifying Statement](https://cambridgeenglish.org/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 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

If you register for or take a Cambridge English exam, all Personal Data will be processed in accordance with Cambridge's Candidate Privacy Notice available on cambridge.org/legal/candidate-privacy-notice



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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English