CAMBRIDGE English

Candidate Registration Form – Non-Adult / Legal Guardian

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	**Steinstraße 48** **44147 Dortmund**
Centre number:	DE005	
Centre telephone number:	+49 231 838 0071	

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

Exam details - Which exam is the candidate taking? Paper-based (PB) or Digital?					
C2 Proficiency (CPE)		B1 Preliminary (PET)		Starters (YLE) – PB only	
C1 Advanced (CAE) *see below		B1 Preliminary for Schools (PET)		Movers (YLE) – PB only	
B2 First (FCE)		A2 Key (KET)		Flyers (YLE) – PB only	
B2 First for Schools (FCE)		A2 Key for Schools (KET)			
Exam:		PB or Digital?		Exam Date – check with the exam centre which dates they can run the exam	

C1 Advanced ID – taking this exam in Asia, Africa, or Australasia		
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 they will not be allowed to sit the exam.	ID type that you will bring to the exam If the exam result is being used for immigration, 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

- 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 with the Summary Regulations and Notice to Candidates, copies of which have been provided to me 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 not be able to sit the exam (not applicable for Starters/Movers/Flyers).
- If the candidate is taking the B2 First (not the for Schools version), Advanced or Proficiency exam, I understand that i) the candidate will have their photo taken by the Centre on the day of the Speaking test and/or the written papers, ii) that they may not be allowed to take the exam unless the photo is taken and iii) 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)**

Candidate details, as indicated on Identity Card	
Street and number:	
City/town:	
Post/ZIP Code:	
Country:	

Contact details	
E-Mail address:	
Mobile number:	

If you want your centre to send your certificate to a different address than stated above, 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).

Are you interested in a Cambridge exam preparation course?
☐ Yes ☐ No

Do you need any special arrangements? For example, modified materials for visual difficulties, or administrative arrangements because of medical condition.
☐ No ☐ Yes, please provide supplemental information:

Die Anmeldung ist verbindlich. Mit der Anmeldung werden die entsprechenden Prüfungsgebühren in voller Höher 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 bekannt gegeben. Weitere Informationen finden Sie auf unserer Homepage unter https://auslandsgesellschaft.de/sprachen-lernen/pruefungen-cambridge/.

Summary Regulations for Candidates

updated April 2026

This document and the Notice to Candidates contain important information about your Cambridge English exam.
The full Regulations are available from cambridgeenglish.org/help.

1. Registering for an exam

Your agreement is with the Centre and you pay your fee to them.
Tell your Centre as soon as possible if you need access arrangements.

2. Photo ID

For Pre A1 Starters, A1 Movers, and A2 Flyers exams, no ID is required. For all other exams, you must bring an original, unexpired photo ID on the exam day or you may not be allowed to take the exam, or you may not receive a result. Candidates aged 18 or over on exam day must present a valid government-issued photo ID. A passport is usually required if taking the exam outside of your home country. Additional ID rules apply for C1 Advanced in some countries. If using the exam for immigration purposes, confirm which ID is required and provide that ID number at registration. Bring the same ID to the exam or notify your Centre before exam day if it changes.
Check with your Centre in advance if you intend to use a digital ID.
Candidates aged under 18 without government-issued ID must check with their Centre in advance what other ID options are acceptable.
If you cannot comply with the ID rules, tell your Centre before you register or as soon as your circumstances change.
See the full Regulations for more details.

3. Electronic items

Before exam day make sure you know your Centre's electronic items policy and the type of storage available. You must not keep electronic items, such as phones and watches (all types), inside the exam room. You may be checked for devices on entry.

4. Test day photo

For B2 First, C1 Advanced, and C2 Proficiency exams, we need your photo to be taken on 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 refuse a photo, or your parent/guardian refuses, you may not be allowed to take the exam or you may not receive a result. We will not usually issue a result for C1 Advanced candidates without a photo. For other exams, you must ask your Centre before exam day for a test day photo. Your photo will appear on the Results Verification Service and in your Statement of Results.

5. Taking the exam

Bring pencils, pens, and stationery to the exam, as listed in the Notice to Candidates.
If you arrive late, you may not be allowed to take the exam. The use of offensive 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 and/or audio record your Speaking test for quality, training, security, and/or research purposes.
If you feel unwell on exam day or your performance may be affected, tell the venue staff immediately so your Centre can report it to us for our consideration. If you cannot attend, inform your Centre as soon as possible. Your Centre will advise on refunds, possible rescheduling, and any supporting evidence required (e.g. a medical statement).

6. Suspected malpractice

Cheating, or attempting to cheat, is malpractice. To protect the integrity and reliability of our exams we have strategies, such as statistical analysis, that counter and identify attempts at malpractice. We investigate suspected malpractice, and this may delay your result.
If we determine that our regulations were not followed 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 by the last day of the results release window. You need to register to access this service, and your Centre will provide you with the details.
If we determine that our regulations were not followed 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.
All the available information is in your Statement of Results. We will not give feedback on your performance.
If you think your result is not correct, contact your Centre and they will give you details of the enquiries and appeals process, including fees or visit cambridgeenglish.org/help/enquiries-and-appeals.

8. Certificates

If you are due a certificate, we will send it to your Centre 2–4 weeks after we release the results. Contact your Centre for their policy on how to receive your certificate.
Your Centre may destroy unclaimed certificates after one year.
If you lose your certificate, you 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 these services.
You can request a name amendment under specific circumstances up to two years after the exam. Contact your Centre for details.

9. Assessment content and copyright

AI-based systems may be used to contribute to the production of some assessment content in our exam products and services. All content is subject to a thorough review and approval process by human experts prior to use. Where AI is used, this is in accordance with our ethical guidelines.
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

All candidates should have a fair and equal chance to prove their skills. If you have any concerns relating to the delivery of the exam, you should raise a complaint with your Centre.
We handle complaints 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

This document was initially designed for print and as such does not reach accessibility standard WCAG 2.1 in several ways including missing text alternatives and document structure. © 2026 Cambridge University Press & Assessment. Updated April 2026.

CAMBRIDGE English

Cambridge English Qualifications

Cambridge English Teaching

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 current (not expired) original (not a copy) photo ID for each part of the exam. Check if your ID is acceptable before the exam day.

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.

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 exams for young learners) and TKT and DELTA Module One from Cambridge English Teaching

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

Effective from January 2026

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