

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.

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, 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 without permission.

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.

Summary Regulations for Candidates – updated January 2025

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 any access/special arrangements so that they can do their best to put them in place for you in time for the exam.

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. Digital/electronic ID is not accepted. Candidates aged 18 or over on the exam day must bring a government-issued photo ID on the exam day.
If you want to use the exam for immigration, tell your centre and check with the relevant authority which ID they accept. Give that ID number when you register for the exam. Bring the same ID to the exam.

There are extra ID rules for C1 Advanced candidates in some countries and for candidates taking exams outside of their country of permanent residence.

Check with your Centre or see the full Regulations for more details. If you cannot comply with the ID rules, tell your Centre before you register or as soon as your circumstances change.

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. 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

Currently for B2 First, C1 Advanced, and C2 Proficiency exams, 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 refuse to have your photo taken, 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 test day photo.

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 or audio record your Speaking test for quality, security, and/or research purposes.

If you do not feel well on the exam day or think that your performance may be affected, 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. Your Centre can advise you about their refund policy or the possibility of registering for another exam date. Your Centre may ask you for supporting evidence such as 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 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](#) 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 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.

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. 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

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



Istruzioni Importanti da Seguire per le Prove di Esami di Cambridge Assessment English

Tutti coloro che sosterranno le prove devono presentarsi almeno 40 minuti prima dell'inizio dell'esame.

Tutti gli studenti devono portare un documento di identità fotografico in corso di validità (Carta D'Identità oppure Passaporto) per tutte le prove previste. Senza documento d'identità non sarà possibile sostenere le prove!!! Se hanno un documento d'identità scaduto, bisogna rinnovarlo adesso!!!

Insieme al documento d'identità gli studenti devono portare il "Confirmation of Entry Statement" (documento fornito da parte del nostro centro esami).

Per le prove scritte e di ascolto tutti gli studenti devono portare le seguenti cose:

2 matite, 2 penne, 2 temperamatite e 2 gomme.

A tutti gli studenti è proibito portare nelle aule dove si svolgeranno le prove:

Telefonini, orologi da polso e qualsiasi strumento elettronico. L'acqua è permessa in aula soltanto in bottiglia di plastica trasparente senza etichetta.

Per tutti gli studenti è facoltativo indossare le mascherine durante le prove previste.

Il Direttore,

Frank Puca.

Centre Examinations Manager
Centre IT316
The British School of Benevento