



WHAT YOU NEED TO KNOW BEFORE YOU REGISTER FOR CAMBRIDGE ENGLISH QUALIFICATIONS (Paper-based)

The Main Exam

This consists of all the written tests (including the Listening test). A2 Key, B1 Preliminary, B1-C1 Business and TKT qualifications are usually held in Wimbledon only. B2 First, C1 Advance and C2 Proficiency exams can be held for some exam sessions in both Wimbledon and central London.

The Speaking Test

It is usually held on the same day as the main exam. However, we will have sessions when there will be a choice of days and the speaking test can be held on a different day (usually prior to the main exam). A2 Key, B1 Preliminary, B1-C1 Business speaking tests will usually be held in Wimbledon only. B2 First, C1 Advance and C2 Proficiency speaking tests for some sessions are held both in Wimbledon and central London. You will be informed of the exact day and time of your test in an emailed timetable approximately 3 weeks prior to the test.

Your identity document (ID)

For both main exams and speaking tests candidates must provide an acceptable non-expired original photographic proof of identity (e.g. national identity card or passport). For C1 Advance qualification it must be the same as the ID you list on your registration form. Please let us know if you are taking the exam for the Australian immigration authorities (ADIBP). Also in this case, please make sure you are using the correct ID document.

The Registration form

Please enter **all** your names as they appear on your ID and in the correct order if you have more than one first name or surname. For C1 Advance qualification please indicate whether you are taking the exam for Australian immigration authorities.

Test Day Photo

B2 First, C1 Advance and C2 Proficiency candidates will have their photo taken on the day of the exam. Please see the Test Day Photo leaflet for more details. If you are under 18 years of age we will need a consent form from a guardian or parent.

The Timetable

It is emailed approximately 3 weeks before the exam. Please note that the times for each test are guidelines only and you should follow the supervisor's instructions on the start times of each test as well as the breaks.

The Attendance

Please arrive at least 30 minutes before the exam. If you cannot attend the exam, please contact The London Exam Centre. On an exam day you can also contact us on an emergency mobile number (listed in your timetable).

The Results

Exam results are only available online within a Result release window between 4 and 6 weeks after the main exam (the login details and the day of the results' availability will be in your exam timetable).

The Certificates

They are usually available around 10 days after the results' release window ends. Candidates, who are due a certificate, will receive an email from the exam office when the results are published asking for certificates' postal addresses.

If you are not satisfied with your exam result

We can submit a Result Enquiry request to Cambridge Assessment English on your behalf. It consists of two stages: Stage 1 (a full clerical recheck) is around £19. Stage 2 (a remark of written papers) has various fees depending on the examination level (e.g. £90). This fee is refundable if there is a change of grade. Please contact the exam office for more information.

Complaints procedure

If you are unhappy with any aspect of the Cambridge English qualifications' administration and service you have received from The London Exam Centre and wish to make a complaint, you can do so by writing within 24 hour of your test day our office detailing the problem. Alternatively, you can complete a Candidate Comment Form on the day of your test.

Withdrawal

You can withdraw from an exam with a full refund prior to the registration closing date. After registration closing date you can withdraw with a refund or transfer (at our centre's discretion) to another exam session on medical or compassionate grounds (medical report and written statement required respectively).

Special arrangement

You must inform us of any special arrangements you require (such as due to dyslexia) at the time of registration and no later than the registration closing date. A professional medical report is usually required (please contact us for details).