Taking a Cambridge English exam for UK visa purposes:

Additional regulations for centres

When candidates register to take a Cambridge English exam with you, check if they are planning to use it for UK visa purposes. This information is included in the candidate registration forms which you can download from the support website: https://support.cambridgeenglish.org/entries/25370576

If a candidate states that they are taking the exam for UK visa purposes, there are additional regulations which you must follow for that candidate's exam. This applies to the following exams when used for this purpose: Cambridge English Key, Preliminary, First, Advanced, Proficiency, as well as Business Preliminary, Vantage and Higher, Cambridge English: Financial and Cambridge English: Legal, Certificated BULATs and Certificates in ESOL Skills for Life. They do not apply to any 'for Schools' versions of these exams.

Please note these additional regulations apply only to candidates taking an exam for UK visa purposes. They do not apply for candidates taking an exam for ILR (indefinite leave to remain) or Citizenship purposes. For spouse visas, a minimum of A1 in Speaking and Listening is required and these additional regulations apply.

These regulations apply from 6 April 2014 and have been introduced as part of the recognition requirements for our exams from the UK Home Office. For any candidates taking a Cambridge English exam after 6 April 2014 for UK visa purposes, you must comply with these additional regulations:

Invigilation: additional regulations

- If there are one or more candidates taking the exam for UK visa purposes, there must at least one invigilator for every 15 candidates in that exam room. For example, if you have 20 candidates in an exam room, and one of them wants to use their result for UK visa purposes, you will need two invigilators. If you have 20 candidates in an exam room, and none of them want to use their result for UK visa purposes, you need one invigilator.

ID checks: additional regulations

- These candidates must use passports as their ID for the exam. You must not accept any other forms of ID for these candidates. Make sure you inform candidates about this rule when they register with you and advise them that if they do not bring their passport on the exam day, they will not be allowed to take the exam. Check the candidate's signature by comparing the signature in the passport with their signature on the exam day, for example by comparing it to a signature on an answer sheet

Voice sample: regulations

- You must make a recording of speaking sample. This must be done on the day of the exam (either on the day of the written papers or the speaking test day) and following the instructions given later in this document.

Malpractice investigations: additional regulations apply for malpractice investigations for these candidates:

- We will require a handwritten statement from the candidate.
- You will need to get a second voice sample from the candidate.

Procedure for recording a speaking sample

We recommend making and saving the recording using Microsoft Sound Recorder or another similar programme, although you can also use hand held digital recorders.

Getting consent

You must obtain the candidate's consent by asking them to complete a Candidate Registration form when they register for the exam. You can download the forms from the support website: https://support.cambridgeenglish.org/entries/25370576-Candidate-Test-Day-Photo-Registration-Form Store these consent forms at your centre for two years.

Before the exam day

- Make sure the right equipment is available at the exam venue. You will need:
  - A PC or laptop with Microsoft Windows 7 and above, or Windows XP (you could use the same PC or laptop for this and for the test day photos). The PC/laptop must have a sound card and speakers and must be password protected.
  - A microphone that attaches to the PC/laptop
- Make sure your invigilators for the venue are briefed on what to do.
- We recommend that you make the recording at the same time as you take the candidate's test day photo. However, if is up to you whether to follow this recommendation, and you can make the recording on the Speaking test day, or the written test day
- You will need to build the extra time required for this into your exam day timetable.

On the exam day

- You must make the recording in a quiet room
- Make sure you have a microphone connected to the computer. Do a practice recording to make sure the microphone is working.
- For Windows 7 and above: Open Sound Recorder by clicking the **Start** button. In the search box, type **Sound Recorder.** In the list of results, click **Sound Recorder**.
  For Windows XP: click Start, then Programs – Accessories - Entertainment – Sound Recorder.
- Show the candidate the text so they can read it first and ask any questions they have. Explain to the candidate that this recording is not part of the test and will not be marked.
- First, record the candidate details:
  - Today is the [date]. This recording is for [candidate name] candidate number [number] for [exam name].
  - For example: *Today is 15 April 2014 and this recording is for John Bishop candidate number 5809 for Preliminary.*
- Then make sure that the microphone is pointed towards the candidate.
- Give the candidate the text to read (see the end of this document for the text). At the end of each recording, check it has recorded successfully.

- Save the sound file to a folder on the laptop or PC. The file should be saved as a WAV or MP3 format. If using Microsoft Sound recorder you will not need to change the format. Save it using the following format: Candidate number, exam session, candidate name, candidate number, date of birth. For example: *5809PreliminaryApril2014JohnBishop15November1990*.

After the exam day

All the sound files must be returned to the centre and stored securely at the centre. These must be accessible to the Centre Exams Manager and any key staff that work with them, and must be protected by a password. If there is a change in staff, make sure the new staff know where to find and how to access the sound files.

Any temporary copies of the recording stored on PCs/laptops at the venue or elsewhere **must be deleted.**

You must store all speaking sample files for **two years** and then destroy them after the two years have expired. You must take all reasonable measures to ensure full back up of files is conducted.

Using other technology

We recommend using Microsoft Sound Recorder. However, you can use other sound recording software, such as Audacity, as long as it has the following characteristics
- It creates a separate file for each speaking sample.
- It is possible to extract and store each file separately.
- It has the ability to play back recording and rewind to start of each sample.
- It has enough recording time for the number of candidates you need to record.

Making sound files available to Cambridge English Language Assessment

We will sometimes ask you for copies of a candidate's recording. You will need to upload the file to Fronter. We will send you instructions on where and how to upload it.

Text for candidates to read out

My name is …………. and I come from…..…….

I can ask and answer simple questions in English, talk about numbers, cost and time and what I like to do in my free time. I can talk about my family and my country.