

# Results Verification Service

A secure and quick way to  
verify your candidates' results

# Introducing the service

Check the authenticity of Cambridge English results by using our free online Results Verification Service. The service is secure, easy to use, and means you can be certain that a candidate's result is valid.

## About us

Part of the University of Cambridge, we help millions of people learn English and prove their skills to the world.

Globally recognised by more than 25,000 leading universities, employers and governments, our research-based assessments are a mark of excellence that open doors.

## The following qualifications can be checked using the service\*:

- A2 Key\*\*
- B1 Preliminary\*\*
- B2 First\*\*
- C1 Advanced
- C2 Proficiency
- B1 Business Preliminary
- B2 Business Vantage
- C1 Business Higher
- DELTA Module One

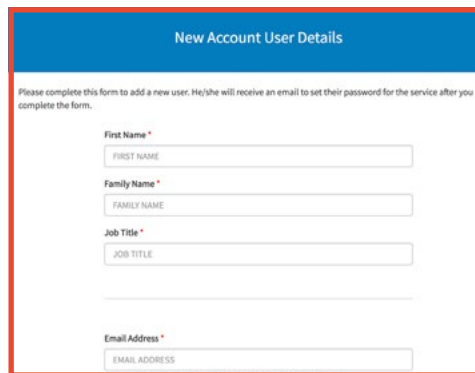
\*qualifications gained from 2005 onwards

\*\*Including For Schools versions



# How do I use the Results Verification Service?

## 1. Set up additional users

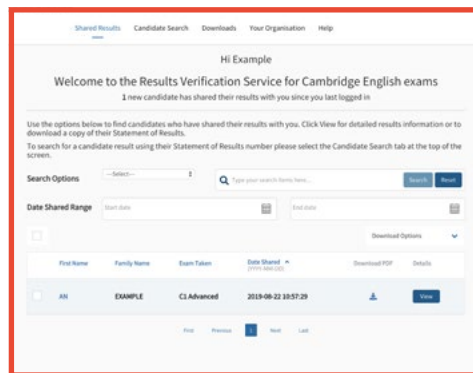


The screenshot shows a web form titled "New Account User Details" with a blue header. Below the header, there is a blue bar with the text "Please complete this form to add a new user. He/she will receive an email to set their password for the service after you complete the form." The form contains several input fields: "First Name" with a sub-label "FIRST NAME", "Family Name" with a sub-label "FAMILY NAME", "Job Title" with a sub-label "JOB TITLE", and "Email Address" with a sub-label "EMAIL ADDRESS". Each field has a red asterisk indicating it is required.

The person who registers on behalf of your organisation will be the Primary User for your account and will be able to create, edit and delete additional users as required. Only one Primary User is permitted for each account.

Each account can have multiple Admin Users. Each Admin user will be able to verify candidate's results. To add another user, the Primary User should log into the service, navigate to 'Your Organisation' and then the 'Users' tab. Click 'Add User' and fill in the new user's details. The new user will then be sent an email with a link to set up their password.

## 2. Sharing results



The screenshot shows the "Hi Example" dashboard of the Results Verification Service. It includes a navigation bar with "Shared Results", "Candidate Search", "Downloads", "Your Organisation", and "Help". The main content area displays a welcome message and instructions. Below this, there are search options and a date range selector. A table lists shared results for a candidate named "EXAMPLE".

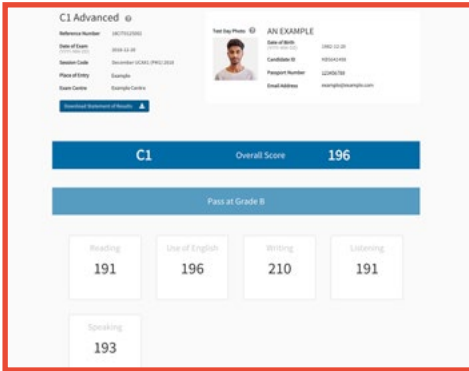
First Name	Family Name	Exam Taken	Date Shared	Download PDF	Details
EXAMPLE	EXAMPLE	C1 Advanced	2019-08-22 10:57:29		

Candidates can share their results online through the service by logging into the Candidate Results website and choosing to share them with your institution. New candidates will then appear in bold when you log into the service.

Candidates not using the Candidate Results website can directly provide you with their verification or reference number, which can be found on their certificate or statement of results, and their date of birth to enable verification. Select the 'Candidate Search' tab and enter the candidate details to view their results information.

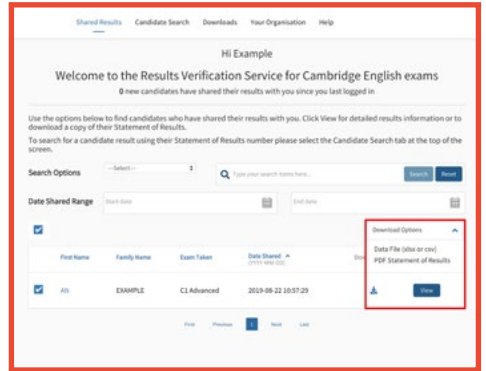
Where a candidate has shared their result with your organisation their details will appear on the 'shared results' page of your account. To access their full results, including their component scores, select 'view'. You will be able to see their test day photo for B2 First, C1 Advanced or C2 Proficiency exams and can download their Statement of Results.

### 3. Verification



After locating your chosen candidate, you can click through to view their result details, including their overall score and component scores. You will also be able to see their test day photo if they have taken B2 First, C1 Advanced or C2 Proficiency.

### 4. Downloading results



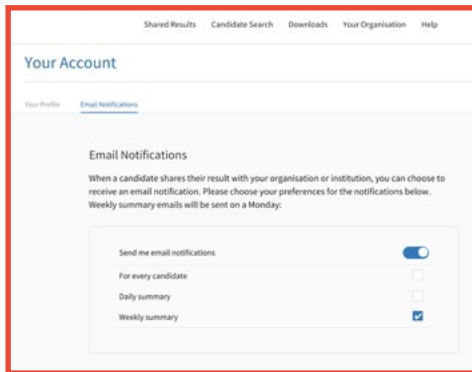
You can easily download result details for multiple candidates. To do this, select one or more candidates using the tick boxes and then click the arrow next to the 'Download Options' box, and choose your file format.

If you select the data file, you can choose to use the default template, which will include all available candidate details, or you can also set up your own templates. To do this, navigate to the 'Downloads' section and select 'Create New Template'.

You can also view your 'Download History' and download the file again if needed.

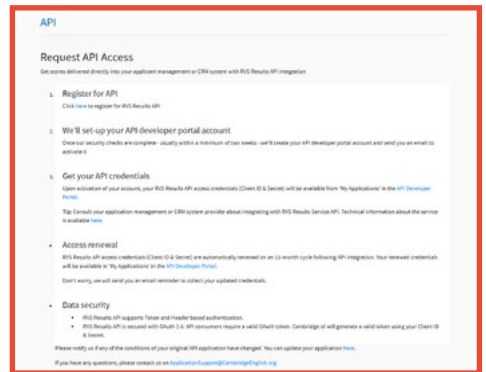
If you have trouble accessing results online please contact our customer service team: [helpdesk@cambridgeenglish.org](mailto:helpdesk@cambridgeenglish.org)

## 5. Email notifications



Each Primary and Admin user can opt to receive email notifications when candidates share their results with your organisation via the service, you need to turn on notifications. To do this, click on the arrow next to your name in the top right-hand corner of your account, and click on 'Email Notifications'. Click the 'Edit' button, choose your preferred frequency, and then click 'Save'. Each user at your institution or organisation should set their own notification preferences.

## 6. Advanced tools



You can streamline your workflow by using our Application Programming Interface (API) integration to connect the service with your own database (including Slate). Navigate to the API page and follow the instructions to get started.

# Register in minutes

- 1 Go to [cambridgeenglish.org/verifiers](https://cambridgeenglish.org/verifiers)
- 2 Click 'Register'
- 3 Provide and submit some basic details
- 4 We will acknowledge your email within five working days and then send you a message approving your account
- 5 Follow the link in the email to set up your password
- 6 You will now be able to log in at [cambridgeenglish.org/verifiers](https://cambridgeenglish.org/verifiers)
- 7 Ask applicants to go to the [Candidates Results Service](#) to view and share their results.

Schools should go to the [Prep Centre Service](#) if they are checking their students' results.

The screenshot shows the 'Results Verification Service' registration page. It features three radio button options: 'Create a new account' (selected), 'Join an existing account', and 'I am a student'. Below these are instructions and a list of terms: 'Apply here to create a Results Verification Service for your organisation.', 'We aim to respond to you within five UK working days.', and 'If you have any questions, please contact us.' The form is divided into 'Your Details' and 'Organisation Details' sections. 'Your Details' includes fields for 'First name\*', 'Last name\*', 'Job title\*', 'Email address\*', and 'Confirm email address\*'. A note states: 'Your email address at your organisation/institution. The domain of your email address (e.g. @example.com) should be the institution/organisation you are registering.' 'Organisation Details' includes fields for 'Institution/Organisation name\*', 'Institution/Organisation type\*' (with a 'Please select' dropdown), 'Institution/Organisation website\*' (with a 'https://' prefix), and 'Country\*' (with a 'Please select' dropdown).

The screenshot shows the 'Verification Service' login page. It has a large heading 'Verification Service' at the top. Below it are two input fields: the first is for an email address, containing 'yours@example.com', and the second is for a password, containing 'your password'. Below the password field is a link that says 'Don't remember your password?'. At the bottom of the page is a large orange button with the text 'LOG IN >'.

# The service is:



## Secure

only approved organisations can verify results.



## Reliable

developed and operated by Cambridge Assessment English.



## Immediate

applicant results can be quickly and easily verified.



## Accessible

this web-based service is accessible to any recognising organisation the candidate nominates.



## Free

the service is free to use anytime, anywhere for both candidates and recognising organisations.

## The benefits

The enhanced service gives institutions, employers and government agencies the ability to verify candidates' results more effectively.

- Verify individuals or groups who have shared their results
- Download results using customisable templates
- Set up custom email alerts to let you know when results have been shared
- Use API functionality to integrate with your own database
- Have as many users as you need at your institution.



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## Our qualifications and tests:

- are accepted worldwide
- are trusted
- reliably prove the CEFR\* level achieved
- demonstrate real-life communication skills
- safeguard results.

\*The Common European Framework of Reference (CEFR)

Discover more:  
[cambridgeenglish.org/verifiers](https://cambridgeenglish.org/verifiers)

Find out more at  
[cambridge.org/english](https://cambridge.org/english)

We believe that English can unlock a lifetime of experiences and, together with teachers and our partners, we help people to learn and confidently prove their skills to the world.

*Where your world grows*

This document was initially designed for print and as such does not reach accessibility standard WCAG 2.1 in a number of ways including missing text alternatives and missing document structure.

If you need this document in a different format contact **BrandAdmin.C@cambridgeenglish.org** telling us your name, email address and requirements and we will respond within 15 working days.