



How to send your exam result to an organisation

a guide for candidates

Now you have got your Cambridge English Qualification result, you can share it directly with institutions or organisations of your choice. You can do this through the [Results Service for Candidates website](#). It is quick and allows organisations to verify that your result is genuine.

What you need to start sharing your result

To share your result you will first need to [register](#) using your ID Number and Secret Number. If you have lost or have never received your ID Number and Secret Number, please [contact your exam centre](#).

How to send your result – three simple steps:

STEP 1

Log into the [Results Service for Candidates website](#) with your ID Number and the Password you created when you registered.

Register

If this is your first time using the site, you will need to register. Click the Register button and complete the online registration form.

You will need the ID Number and Secret Number provided on your Confirmation of Entry in order to register. Speak to your [exam centre](#) if you need these details.

For help registering to view your results, please see [our support article](#).

Register >

Login

ID Number *

Your ID number can be found on your Confirmation of Entry.

Password *

Your password was chosen when you registered to use the site. This is NOT your Secret Number.

Log in

[Forgotten password? >](#)

STEP 2

When you have logged into your account, click on the 'Send your results to an education institution, employer, or immigration authority' button.

Welcome First Name Last Name

Your exam result

Qualification	Certificate in Advanced English
Result	Pass at Grade B
Overall score	195



Download your Statement of Results

Click to see your Statement of Results. You will need to have Adobe Reader on your computer.



Send your results to an education institution, employer or immigration authority

It's quick and easy to share your result electronically with an organisation that needs proof your result is genuine. Click the share icon to begin.



Add your new qualification to your LinkedIn profile

Our exams are recognised all over the world, so by adding your new qualification to your LinkedIn profile, you can stand out from the crowd and improve your employability.

STEP 3

Next, search for the organisation you would like your result to be sent to. Start typing the name of the organisation into the search bar. Select the relevant organisation from the drop-down list and then click the 'Send my result' button.

Cambridge Assessment English

Send result Shared with Sign out

Send your result

Use the box below to search for your desired institution or organisation and send your results to them. Please search for the shortest part of the institution or organisation's name.

Where multiple accounts exist for one institution or organisation, please double check that you choose the correct faculty or department to avoid any delay in processing

If your desired institution or organisation is not listed, they may not yet have an account on our service. You can invite them to use the service if they do not appear in your search results.

Certificate in Advanced English 195

Institution/organisation name*

Organisation name here|

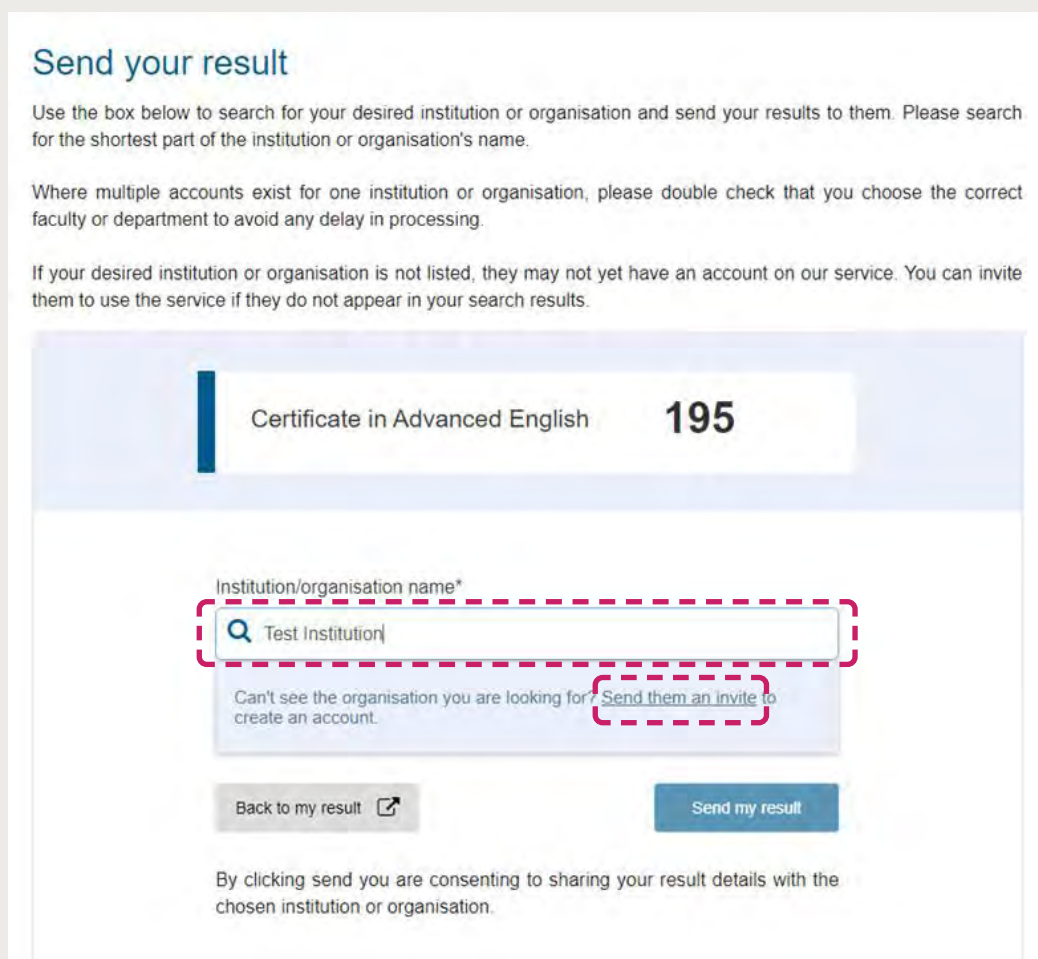
- Test Organisation 1
- Test Organisation 2
- Test Organisation 3
- Test Organisation 4

Can't see the organisation you are looking for? [Send them an invite](#) to create an account.

Important note: If you are presented with a list of organisations with the same name (e.g. King's College), make sure you select the correct organisation from the relevant country/city (e.g. King's College – Cambridge).

What to do if your institution is not listed

If the organisation you are applying to is not listed, you can send them an invite to setup an account to receive results. Search for the organisation name and then click on 'Send them an invite'. You will need to have their email address and website in order to send them an invite.



Send your result

Use the box below to search for your desired institution or organisation and send your results to them. Please search for the shortest part of the institution or organisation's name.

Where multiple accounts exist for one institution or organisation, please double check that you choose the correct faculty or department to avoid any delay in processing.

If your desired institution or organisation is not listed, they may not yet have an account on our service. You can invite them to use the service if they do not appear in your search results.

Certificate in Advanced English **195**

Institution/organisation name*

Test Institution

Can't see the organisation you are looking for? [Send them an invite to create an account.](#)

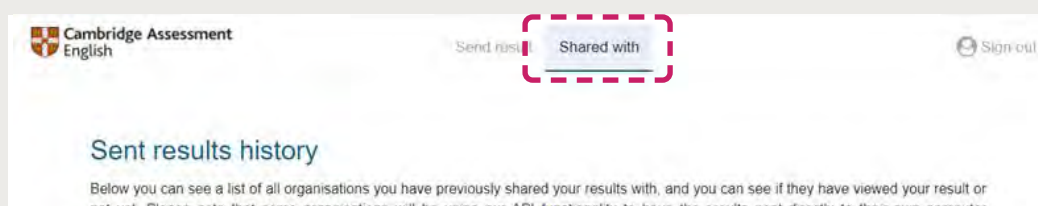
[Back to my result](#) [Send my result](#)

By clicking send you are consenting to sharing your result details with the chosen institution or organisation.

Once you have sent the result you will receive a pop-up message confirming we have sent your result to the institution you selected.

You can then check the 'Shared with' tab to see all the institutions you have sent your result to.

You can see the status of your sent results (read/unread) by navigating to the 'Shared with' tab.



Cambridge Assessment English

Send result **Shared with** Sign out

Sent results history

Below you can see a list of all organisations you have previously shared your results with, and you can see if they have viewed your result or not yet. Please note that some organisations will be using our API functionality to have the results sent directly to their own computer.

[Find out more >](#)

You can read more on our [helpdesk](#) or contact us on recognition@cambridgeenglish.org