Administering the candidate results service

Our candidate results service gives your candidates access to their results directly.

You control which of your candidates have access to this service, and which exam series they can view, through the 'Candidate Results website administration' page on Cambridge International Direct ('Direct').

You can create login details for the candidate results website from the following times:

- March and June exam series – late March
- November exam series – early October.

Important: The results displayed are for information only. Tell candidates they must **not** print screenshots of their results from the candidate results website to share with universities.
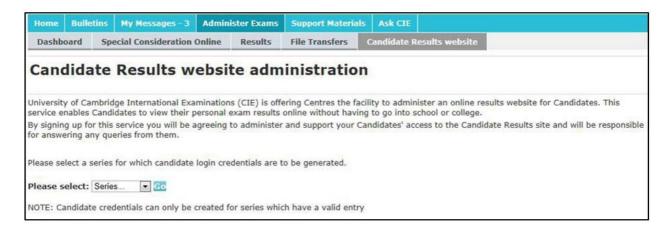
Accessing the 'candidate results website administration' page

1. Log in to Direct. Go to the 'Administer Exams' dashboard and click on 'Candidate Results website'. If you cannot see this link, email info@cambridgeinternational.org.

2. Select the relevant series from the dropdown menu and click 'Go'.

3. Once you have selected a series, you can see if any of your candidates already have access. The

first time you select a series, you will see **'NO Candidates have access'**.

Giving candidates access

1. Click on 'Edit status' and select from the following options:

   - NO candidates
   - ALL candidates
   - Selected candidates.

2. Tick the box to confirm you agree to manage any queries from candidates at your centre. Enter the name and either the telephone number or email address of the person who will manage your candidates' queries.

   - It is important these details are correct as they will appear on the instructions you give to candidates with their username and password.
   - At this stage, you can add a time delay to when your candidates can view their results. If you choose not to add a time delay, your candidates will be able to view their results on the dates we publish in the *Cambridge Exams Officer eNewsletter.*

3. Once you are happy with the information you have entered, click 'Confirm'.

Please make sure your candidates know when their results will be released. We do not communicate directly with candidates about the candidate results service or their results.

Candidate usernames and passwords

No candidates

If you choose '**NO Candidates**', no further action is required. Your candidates will **not** be able to access their results through the candidate results service.

All candidates

If you choose '**ALL Candidates**', Direct will generate a username, password and 'Confidential examination results information' PDF for each candidate in the series. The PDF confirms:

   - the candidate's name
   - the candidate number
   - the candidate's unique username and password
   - the contact name and details of the person who will manage queries at your centre.

If you have a large number of candidates, it may take longer for Direct to create the PDF documents. You can access the PDF documents through:

   - a link on the screen to a single PDF with a page for each candidate
   - a zip file containing individual PDFs (one per candidate).

To read PDF documents you need Adobe Reader software, which you can download for free from www.adobe.com.

Selected candidates

If you choose '**Selected candidates**', a list of your candidates will appear on screen in ascending candidate number order.

1. Select which candidates need access to the candidate results service by ticking the box next to their name in the 'Access to Cand Results' column.

You can also use the search function to find individual candidates.

List of Candidates in Series
[Search] [Enter a candidate name, number or UCI to narrow your search]

2. Click 'Save' at the bottom of the candidate list to register any selections.

3. Once you have made your selection, Direct will generate a username, password and 'Confidential examination results information' PDF for each selected candidate in the series.

4. If you want to give or remove access to candidates at a later date, you can amend your selection by clicking 'View Candidates' on the 'Candidate Results website administration' page.

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