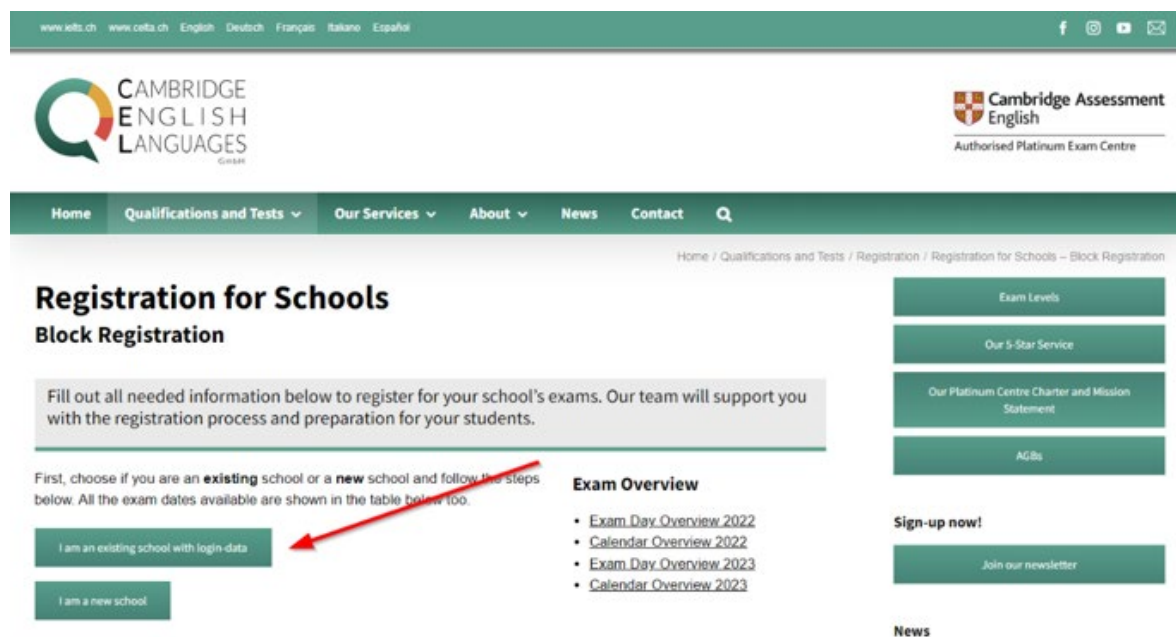


Block uploading candidates – Schools

1. Please click on this link:

<https://cambridgetesting.ch/qualifications-andtests/registration/for-schools-block-registration/>





Please note that this app requires cookies to be enabled!

2. Please click on “I am an existing school with Login-data”, as shown on the screenshot above.
3. Here you can download the excel sheet to enter your candidates’ details.

Existing school

If your school is registered already, please login. To complete the registration for your school add the needed information. To upload the names of your students, use the Excel-Template.

 [How to Upload Candidates – Schools](#)

 [Excel-Template](#)

4. Complete the form with the relevant information:

TEST TAKER

Surname	First_Name	Gender	D_o_B	Email	Address	Post_Code	City	Country
Muster	Hans	male	31/01/2000	sample@school.ch	Samplestrasse 1	9000	St. Gallen	CH

male or female

In dd/mm/yyyy format
only

5. We will pair the candidates in the order you place them in. **This means, please place speaking partners together.** If there is an odd number, they will either be paired with an external candidate, or, if possible in that session, as a group of 3. This is not guaranteed.

Surname	First_Name	Gender	D_o_B
Smith	John	Male	01/01/2000
Peters	Jane	Female	02/01/2000
Muster	Hans	Male	03/01/2000
Hobbs	Fred	Male	04/01/2000
Lloyd	Harry	Male	05/01/2000

We will make every effort to pair your students as requested. However, this is not always possible. Once registered, speaking partners cannot be changed (except for absentees).

6. ***Attention! Only for schools where we invoice the students directly***

If the student is under 18, we also need the contact details of their parents. If we invoice the school directly, we do not need this information. You can find this information after you have logged in, please see below (IC is invoice to candidate).

Parent or Guardian details for TEST TAKERS under 18


Surname	First_Name	Email	Guardian Address	Post_code	City	Country
Muster	Vater	vater.muster@sample.ch	Samplestrasse 1	9000	St. Gallen	CH


7. Type your username and password into the designated places. If you do not know your username, please contact vip@cambridgetesting.ch
8. After logging in, you will be taken to the page below. Please fill all the starred fields, choose your prepared excel sheet, and submit your registrations.

If you have candidates who require special arrangements we require you to submit all relevant documentation (medical proof) in English within 5 business days of registration. Thank you.

Existing school

If your school is registered already, please login. To complete the registration for your school add the needed information. To upload the names of your students, use the Excel-Template.

 [How to Upload Candidates – Schools](#)

 [Excel-Template](#)

School Name*	<input type="text"/>
Email	<input type="text"/>
Canton*	<input type="text" value="---Select---"/>
Requested location*	<input type="text" value="---Select---"/>
Format*	<input type="text" value="---Select---"/>
Exam*	<input type="text" value="---Select---"/>
Exam Date*	<input type="text" value="---Select---"/>

If you can't submit the form for the exam and exam date you have chosen, please email us with your upload file, exam level and exam date: VIP@CambridgeTesting.ch

Closing Date	<input type="text" value="First make your select"/>
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Do you have any candidates with Special Arrangements? ☐ [?](#)

Please note that the codes below are how we currently invoice, send your timetables and certificates. Please see the description below for each of the codes.

IC = Invoice to Candidate - IS = Invoice to School

Invoice Code	<input type="text" value="IC"/>
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TC = Timetable to Candidate - TS = Timetable to School

Timetable Code	<input type="text" value="TS"/>
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CC = Certificate to Candidate - CS = Certificate to School

Certificate Code	<input type="text" value="CS"/>
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Please note that these codes cannot be changed when you are uploading candidates. If you wish to change how we send you information, please email us at: VIP@CambridgeTesting.ch or call: 071 278 0040

I have read and understood the terms & conditions* ☐

SUBMIT

9. You will receive a confirmation email from info@CambridgeTesting.ch with the following information:

Dear <school name>

This email is to confirm that you have registered candidates successfully with Cambridge English Languages GmbH. Please check that the following details are correct.

School_Name :

Exam :

Format :

Canton:

Location :

Exam Date :

Number of Candidates Uploaded :

File name uploaded

Email:

Timestamp : 09.02.23

If you do not receive this email within an hour, please contact VIP@CambridgeTesting.ch immediately. Thank you.