



Instructions on Completing the Pretesting Electronic Candidate Register

Why are Electronic Candidate Registers required?

The new electronic candidate register is in an Excel document format and is replacing the physical candidate register forms and the Formstack electronic register. Whilst you may have received the physical candidate registers, it is preferred centres use the electronic register, as this will be the only form of candidate register in the future.

The candidate register helps ensure that when booking in materials and processing scores, we process all candidates correctly. It provides us with visibility on how many candidates successfully participated in the Pretesting session and which exams and versions they participated in.

You can also use the online attendance register to confirm to us the number of Pretesting materials you are returning for processing, as well as the number of any unused materials you are securely destroying in Centre.

Using the new online candidate attendance register will help us book in and process your Pretesting candidates' scores quicker, so we encourage you to use this form.

Candidate Register Administration

The total administration time for the Anchor and Candidate register is around 30 minutes, so we suggest it could be fitted in with a Listening Pretest, where administered.

Candidates **MUST** keep the same candidate number for every Pretest they take and this must match their names on the candidate register. A desk label template is available to download from the Cambridge English Support Site to help with this. If you have received more than one version per component, please try to administer an equal number of papers for each version.

Please note you will need to keep a copy of your request confirmation email which contains your EPD number, as this is required to complete the online register.



- You can access and download the online candidate register here:
<https://support.cambridgeenglish.org/hc/en-gb/articles/8280639434898-Pretesting-Candidate-register-form>
- There are several tabs in the spreadsheet for different exams. Please ensure you are filling out the correct tab of the spreadsheet for the suite of exams you are pretesting (either Mainsuite, TKT, YL or MLA).
- There is a section in these instructions for each exam. Please refer to the below Contents page to locate the relevant instructions for the exam you are administering.
- Please complete one register for all exams you have completed in the session.
- Only the cells that centres need to complete can be edited. The remaining cells of the register are locked.
- If you have any issues completing/sending the document or any questions regarding this, please contact Pretesting@CambridgeEnglish.org who will investigate your query for you.

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Mainsuite (Scheduled or On Demand Session):

1. Fill in the session and centre details as below:

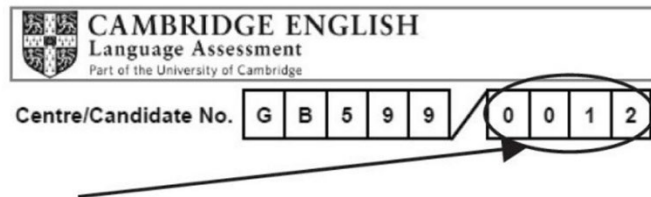
Scheduled Session or On Demand	Select 'Mainsuite_Scheduled_Session' for scheduled sessions. Select 'Mainsuite_On_Demand' for on demand sessions. (On Demand sessions are where a specified exam date was requested in the request form and provided to you in your confirmation email. Scheduled sessions are sessions that take place in a set window, usually a few weeks long).
Session	From the dropdown, select the month(s) that the pretesting took place.
Year	The year the pretest was sat e.g. 2024.
EPD number	Your EPD number should be in the format: EPD000000. Scheduled Sessions: find your EPD number in the confirmation email received after submitting your Pretesting request form. On Demand sessions: find your EPD number in the 'Confirmation of Pretesting Materials' email received.
Number of used materials returned	The number of used materials (writing papers and answer sheets/teleforms) that are being returned to Cambridge.
Number of unused materials destroyed at centre	The number of unused materials (writing papers and answer sheets/teleforms) that have been destroyed at centre.
Part delivery? Y/N	Enter 'N' if all Pretests for this session have been returned and/or destroyed. Enter 'Y' if you intend to return further Pretests for this session in a separate package.
Centre number	Your 4-digit centre number. Please note this is different to your live centre number (if you have one).
Centre name	Your centre name.

When all information has been filled in, all the cells in this section will turn from yellow to white.

2. Fill in the candidate and paper information:

Column B – CANDIDATE NUMBER

- Candidates must use the same candidate number for each component of the Pretest (e.g. Reading) and the Anchor test. The candidate numbers must be accurately recorded on the Candidate Register.
- The 4-digit candidate numbers are printed on each answer sheet for each part of the Pretest.



CAMBRIDGE ENGLISH
Language Assessment
Part of the University of Cambridge

Centre/Candidate No.

G	B	5	9	9	0	0	1	2
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- Start filling in from cell B22 with candidate 0001.

Column C – CANDIDATE NAME

- Write each candidate's name (family name last) next to their candidate number.

Column D – Level

- Use the drop-down to select the level of the exam the candidate sat.
- If you carried out pretests for multiple exam levels, please group all candidates who sat the same level together before moving onto filling out the information for the next exam level.

Column E – Anchor Attendance

- Place a '√' in this column if the candidate attended the anchor or an 'X' if they did not. You can copy the '√' from the example in row 21.

Columns F, H, J, L, N – Component Version Numbers

- Enter the version number of each paper the candidate was expected to sit under the corresponding component column.
- If the component is not relevant to the exam level, please enter 'N/A'.

Columns G, I, K, M, O – Component Attendance

- To the right of each version number, enter either a '√' if the candidate was in attendance for that component, or an 'X' if they were not. You can copy the '√' from the example in row 21.

Example completed register for Mainsuite:

CANDIDATE NUMBER	CANDIDATE NAME	Level	Anchor attendance	Reading version	Attendance	Reading and Use of English version	Attendance	Use of English version	Attendance	Listening version	Attendance	Writing version	Attendance
0000	EXAMPLE EXAMPLE	A2 Key	√	0000	√	N/A	X	N/A	X	0000	√	N/A	X
0001	John Smith	B1 Preliminary for Schools	√	90	√	N/A	X	N/A	X	85	√	N/A	X
0002	Ellie Brown	B1 Preliminary for Schools	√	90	√	N/A	X	N/A	X	85	√	N/A	X
0003	Tim Green	B1 Preliminary for Schools	√	90	√	N/A	X	N/A	X	85	√	N/A	X
0004	Edmund Williams	B1 Preliminary for Schools	√	90	√	N/A	X	N/A	X	85	√	N/A	X
0001	Frank Moon	C1 Advanced	√	410	√	N/A	X	400	√	500	√	2000	√
0002	Tilly White	C1 Advanced	X	410	X	N/A	X	400	X	500	X	2000	X
0003	Matilda Jones	C1 Advanced	√	410	√	N/A	X	400	√	500	√	2000	√

3. After the Pretest

Save the file with the following naming conventions:

If this was for an On Demand session, please save the file as

[Pretesting Centre Number] Mainsuite On Demand [Month] [Year] Register

For example, 1111 Mainsuite On Demand January 2024 Register.

If this was for a Scheduled session, please save the file as

[Pretesting Centre Number] Mainsuite Scheduled Session [Session] [Year]

For example, 1111 Mainsuite Scheduled Session February 2024 Register.

Email the completed candidate register document to

PretestOps@cambridgeenglish.org. In the subject of the email, please state your Pretesting centre number, the session and suite of exams (in this case, Mainsuite) the register pertains to.

If you have any issues completing/sending the document or any questions regarding this, please contact Pretesting@CambridgeEnglish.org who will look into your query for you.



TKT (On Demand Session):

1. Fill in the session and centre details as below:

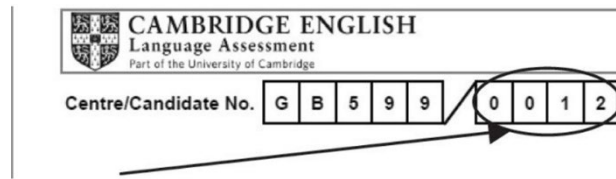
Session	From the dropdown, select the month that the pretesting took place.
Year	The year the pretest was sat e.g. 2024.
EPD number	Your EPD number should be in the format: EPD000000 You can find your EPD number in the 'Confirmation of Pretesting Materials' email received.
Number of used materials returned	The number of used materials (answer sheets/teleforms) that are being returned to Cambridge.
Number of unused materials destroyed at centre	The number of unused materials (answer sheets/teleforms) that have been destroyed at centre.
Part delivery? Y/N	Enter 'N' if all Pretests for this session have been returned and/or destroyed. Enter 'Y' if you intend to return further Pretests for this session in a separate package.
Centre number	Your 4-digit centre number. Please note this is different to your live centre number (if you have one).
Centre name	Your centre name.

When all information has been filled in, all the cells in this section will turn from yellow to white.

2. Fill in the candidate and paper information:

Column B – CANDIDATE NUMBER

- Candidates must use the same candidate number for their Pretest (e.g. CLIL) and the Anchor test. The candidate numbers must be accurately recorded on the Candidate Register.
- The 4-digit candidate numbers are printed on each answer sheet for each part of the Pretest.



- Start filling in from cell B21 with candidate 0001.

Column C – CANDIDATE NAME

- Write each candidate's name (family name last) next to their candidate number.

Column D – Level

- Use the drop-down to select the level of the exam the candidate sat.
- If you carried out pretests for multiple exam levels, please group all candidates who sat the same level together before moving onto filling out the information for the next exam level.

Column E – Anchor Attendance

- Place a '√' in this column if the candidate attended the anchor or an 'X' if they did not. You can copy the '√' from the example in row 20.

Column F – Version

- Enter the version number of the paper the candidate was expected to sit.

Column G – Version attendance

- To the right of the version number, enter either a '√' if the candidate was in attendance or an 'X' if they were not. You can copy the '√' from the example in row 20.

Example completed register for TKT:

CANDIDATE NUMBER	CANDIDATE NAME	Level	Anchor attendance	Version	Attendance
0000	EXAMPLE EXAMPLE	Module 1	√	0000	√
0001	John Smith	Module 2	√	290	√
0002	Ellie Brown	Module 2	√	290	√
0003	Tim Green	Module 2	X	290	X
0004	Edmund Williams	Module 2	√	290	√
0001	Frank Moon	CLIL	√	30	√
0002	Tilly White	CLIL	√	30	√
0003	Matilda Jones	CLIL	√	30	√



3. After the Pretest

Save the file with the following naming convention:

[Pretesting Centre Number] TKT [Month] [Year] Register

For example, 1111 TKT January 2024 Register.

Email the completed candidate register document to PretestOps@cambridgeenglish.org. In the subject of the email, please state your Pretesting centre number, the session and suite of exams (in this case, TKT) the register pertains to.

If you have any issues completing/sending the document or any questions regarding this, please contact Pretesting@CambridgeEnglish.org who will look into your query for you.

YL (Scheduled Session):

1. Fill in the session and centre details as below:

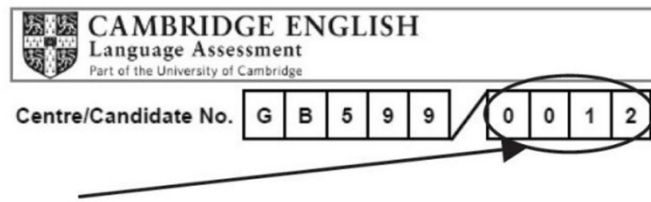
Session	From the dropdown, select the month(s) that the pretesting took place.
Year	The year the pretest was sat e.g. 2024.
EPD number	Your EPD number should be in the format: EPD000000 You can find your EPD number in the confirmation email received after submitting your Pretesting request form.
Number of used materials returned	The number of used materials that are being returned to Cambridge.
Number of unused materials destroyed at centre	The number of unused materials that have been destroyed at centre.
Part delivery? Y/N	Enter 'N' if all Pretests for this session have been returned and/or destroyed. Enter 'Y' if you intend to return further Pretests for this session in a separate package.
Centre number	Your 4-digit centre number. Please note this is different to your live centre number (if you have one).
Centre name	Your centre name.

When all information has been filled in, all the cells in this section will turn from yellow to white.

2. Fill in the candidate and paper information:

Column B – CANDIDATE NUMBER

- Candidates must use the same candidate number for each component of the Pretest (e.g. Listening) and the Anchor test. The candidate numbers must be accurately recorded on the Candidate Register.
- The 4-digit candidate numbers are printed on each answer sheet for each part of the Pretest.



- Start filling in from cell B21 with candidate 0001.

Column C – CANDIDATE NAME

- Write each candidate's name (family name last) next to their candidate number.

Column D – Level

- Use the drop-down to select the level of the exam the candidate sat.
- If you carried out pretests for multiple exam levels, please group all candidates who sat the same level together before moving onto filling out the information for the next exam level.

Column E – Anchor Attendance

- Place a '√' in this column if the candidate attended the anchor or an 'X' if they did not. You can copy the '√' from the example in row 20.

Column F, H – Component Version Numbers

- Enter the version number of each paper the candidate was expected to sit under the corresponding component column.
- If the component is not relevant to the exam level, please enter 'N/A'.

Columns G, I – Component Attendance

- To the right of each version number enter either a '√' if the candidate was in attendance for that particular component or a 'X' if they were not. You can copy the '√' from the example in row 20.

Example completed register for YL:

CANDIDATE NUMBER	CANDIDATE NAME	Level	Anchor attendance	Reading and Writing version	Attendance	Listening version	Attendance
0000	EXAMPLE EXAMPLE	Starters	√	0000	X	0000	√
0001	John Smith	Starters	√	178	√	150	√
0002	Ellie Brown	Starters	√	178	√	150	√
0003	Tim Green	Starters	X	178	X	150	X
0004	Edmund Williams	Starters	√	178	√	150	√
0001	Frank Moon	Movers	√	180	√	135	X
0002	Tilly White	Movers	√	180	√	135	√
0003	Matilda Jones	Movers	√	180	√	135	√



3. After the Pretest

Save the file with the following naming convention:

[Pretesting Centre Number] YL [Session] [Year] Register

For example, 1111 YL February 2024 Register.

Email the completed candidate register document to PretestOps@cambridgeenglish.org. In the subject of the email, please state your Pretesting centre number, the session and suite of exams (in this case, YL) the register pertains to.

If you have any issues completing/sending the document or any questions regarding this, please contact Pretesting@CambridgeEnglish.org who will look into your query for you.



MLA (Scheduled Session):

1. Fill in the session and centre details as below:

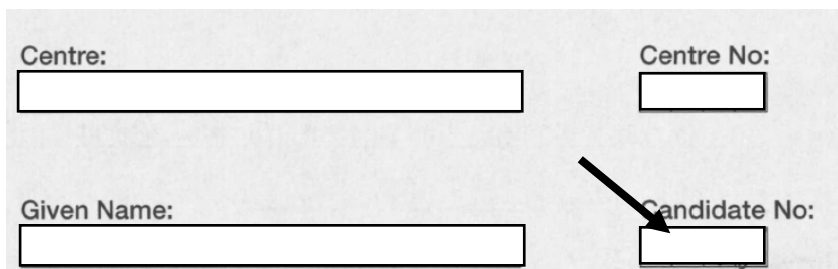
Session	From the dropdown, select the month(s) that the pretesting took place.
Year	The year the pretest was sat e.g. 2024.
EPD number	Your EPD number should be in the format: EPD000000 You can find your EPD number in the confirmation email received after submitting your Pretesting request form.
Number of used materials returned	The number of used materials (writing papers) that are being returned to Cambridge.
Number of unused materials destroyed at centre	The number of unused materials (writing papers) that have been destroyed at centre.
Part delivery? Y/N	Enter 'N' if all Pretests for this session have been returned and/or destroyed. Enter 'Y' if you intend to return further Pretests for this session in a separate package.
Centre number	Your 4-digit centre number. Please note this is different to your live centre number (if you have one).
Centre name	Your centre name.

When all information has been filled in, all the cells in this section will turn from yellow to white.

2. Fill in the candidate and paper information:

Column B – CANDIDATE NUMBER

- The candidate numbers must be accurately recorded on the Candidate Register to match the front page of the question paper.
- The 4-digit candidate numbers are recorded on the front page of each question paper for each part of the Pretest (as indicated next to the arrow in the below picture).



Centre: Centre No:

Given Name: Candidate No:

- Start filling in from cell B21 with candidate 0001.

Column C – CANDIDATE NAME

- Write each candidate's name (family name last) next to their candidate number.

Column D – Level

- Use the drop-down to select the level of the exam the candidate sat.
- If you carried out pretests for multiple exam levels, please group all candidates who sat the same level together before moving onto filling out the information for the next exam level.

Column E – Writing version

- Enter the version number of the paper the candidate was expected to sit.

Column F – Writing attendance

- To the right of the writing version number, enter either a '√' if the candidate was in attendance or an 'X' if they were not. You can copy the '√' from the example in row 20.

Example completed register for MLA:

CANDIDATE NUMBER	CANDIDATE NAME	Level	Writing version	Attendance
0000	EXAMPLE EXAMPLE	ECPE	0000	√
0001	John Smith	ECPE	PWP21_0008_T1	√
0002	Ellie Brown	ECPE	PWP21_0008_T1	√
0003	Tim Green	ECPE	PWP21_0008_T1	X
0004	Edmund Williams	ECPE	PWP21_0008_T1	√
0001	Frank Moon	MET	TWS18_0013_TWW24_0010	√
0002	Tilly White	MET	TWS18_0013_TWW24_0010	√
0003	Matilda Jones	MET	TWS18_0013_TWW24_0010	√



3. After the Pretest

Save the file with the following naming convention:
[Pretesting Centre Number] MLA [Session] [Year] Register
For example, 1111 MLA March 2024 Register.

Email the completed candidate register document to PretestOps@cambridgeenglish.org. In the subject of the email, please state your Pretesting centre number, the session and suite of exams (in this case, MLA) the register pertains to.

If you have any issues completing/sending the document or any questions regarding this, please contact Pretesting@CambridgeEnglish.org who will look into your query for you.