

Administering the candidate results service Instructions for Cambridge Associates

Our candidate results service gives candidates access to their results directly through a secure website.

You control whether your Associate Centres can set up their candidates with access to this service through the 'Candidate Results website administration' page on CIE Direct.

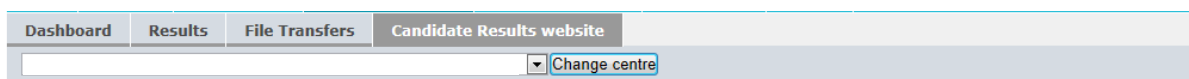
Accessing the 'Candidate Results website administration' page

Log into CIE Direct, go to the 'Administer Exams' dashboard and click on 'Candidate Results website'. If you cannot see this link please email info@cie.org.uk.



The screenshot shows a dashboard titled 'Administer exams' with a 'View Dashboard >' link. The dashboard contains three main sections: 'Download and upload files' with a link to 'File Exchange', 'View entries and results' with a link to 'View your entries and results', and 'Manage the Candidate results website' with a link to 'Candidate results website'.

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



The screenshot shows a navigation bar with tabs for 'Dashboard', 'Results', 'File Transfers', and 'Candidate Results website'. Below the tabs is a dropdown menu with a 'Change centre' button.

Candidate Results website administration

University of Cambridge International Examinations (CIE) is offering Centres the facility to administer an online results website for Candidates. This service enables Candidates to view their personal exam results online without having to go into school or college.

By signing up for this service you will be agreeing to administer and support your Candidates' access to the Candidate Results site and will be responsible for answering any queries from them.

Please select a series for which candidate login credentials are to be generated.

Please select:

NOTE: Candidate credentials can only be created for series which have a valid entry

Click 'Manage attached centres' to access the 'Subcentre Management' screen.

NOTE: Candidate credentials can only be created for series which have a valid entry

Series details

[Manage attached centres](#)

In order to create credentials please:

- ▶ Click on the 'Edit status' link. This will enable you to choose to offer this service to all or some of your Candidates.
- ▶ When you have made your selection, a box will appear. Please confirm that you accept the terms and conditions and input the details of the contact at your Centre who will be administering access to the Candidate Results Website. Please note that these contact details will be visible to all of your Candidates when they access the site. This section also allows you to specify a delay in issue of results to your Candidates if desired.
- ▶ When you have completed your details please click on the 'confirm' button. At this point a PDF file will be generated automatically that confirms login credentials for each Candidate.

Giving Associate Centres access

To allow **all** your Associate Centres to set up their candidates with access to the candidate results service, tick the 'Use defaults' checkbox under the 'Centre' column. Any changes you make to the 'Candidate Results delay', 'Give access' and 'Provide Contact details' access controls will be applied to all your Associate Centres.

To allow **selected** Associate Centres to set up their candidates with access to the candidate results service, tick the checkboxes under 'Give access' for the selected Centres. You can amend your selection at a later date.

If you amend your selection to allow a Centre access to the candidate results service at a later date, you or your Associate Centre must generate the candidate credentials. If you untick the box so an Associate Centre can no longer access the candidate results service, their candidates will not be able to access the service.

Issuing results

To delay the release of results to candidates at some or all of your Associate Centres, enter a time delay in the 'Candidate Results delay' text box(es). Any delay will appear on the login instructions generated for each candidate with access to the candidate results service.

If you amend the delay at a later date, you or your Associate Centre must regenerate the candidate credentials* to include the change in the results release time on the candidate's Confidential Examination results information.

Contact details

We do not communicate directly with candidates about the candidate results service or their results. To make your Associate Centres the single point of contact for queries from candidates, choose 'Centre defined' from the dropdown list in the 'Provide contact details' column. The exams officer at that Associate Centre will now be the single point of contact for queries from their candidates.

If you leave this setting as 'Default', you will be the single point of contact for queries from candidates relating to results. Enter contact details in the 'Default Contact details' section at the bottom of the page.

If you make amendments in the 'Provide contact details' column, you or your Associate Centre must regenerate the candidate credentials* to include this change in the contact details on the candidate's Confidential Examination results information.

Click 'Save'.

Guidance on generating candidate credentials can be found in Administering the Candidate Results Service.

Associate Centre administration

If you have given some or all of your Associate Centres the ability to set their candidates up with access to the candidate results service, staff at these Centres should refer to *Administering the Candidate Results Service*. This document will tell them how to set up their candidates with access to the candidate results service.

To access an Associate Centre's PDF files, select the Associate Centre from the drop down list and click 'change Subcentre'.

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