

Administering the candidate results service

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

You control which of your candidates have access to this service and which series they can view through the 'Candidate Results website administration' page on CIE Direct.

You can begin to generate login details for the Candidate Results website at the following times:

June series – late March

November series – early October

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@cambridgeinternational.org.



The screenshot shows the 'Administer exams' dashboard with a teal header. On the right, there is a 'View Dashboard >' link. The main content area lists three options: '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 the 'Candidate Results website administration' page. At the top, there is a navigation bar with links: Home, Bulletins, My Messages - 3, Administer Exams, Support Materials, Ask CIE. Below this is a secondary navigation bar with links: Dashboard, Special Consideration Online, Results, File Transfers, and Candidate Results website. The main heading is 'Candidate Results website administration'. The text below explains that CIE offers a facility for centres to administer an online results website. It states that by signing up, the user agrees to administer and support their candidates' access to the site. There is a prompt: 'Please select a series for which candidate login credentials are to be generated.' Below this is a dropdown menu labeled 'Please select:' with 'Series...' and a 'Go' button. A note at the bottom states: 'NOTE: Candidate credentials can only be created for series which have a valid entry'.

Once you have selected a series, you will be able to see if any of your candidates already have access to the candidate results service. The first time you view the selected series, you will see that **'NO Candidates have access'**.

Giving candidates access

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

- NO candidates
- ALL candidates
- Selected candidates

We do not communicate directly with candidates about the candidate results service or their results.

Tick the box to confirm that 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 that 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 delay to when your candidates can view their results through the candidate results service. This delay will be in addition to the dates and times communicated in the *Cambridge Exams Officer eNewsletter*.

If no delay is added, your candidates will be able to view their results through the candidate results service on the dates communicated in the *Cambridge Exams Officer eNewsletter*.

Please make sure your candidates know when their results will be released.

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

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**', CIE 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 high number of candidates it may take a little longer for CIE 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).

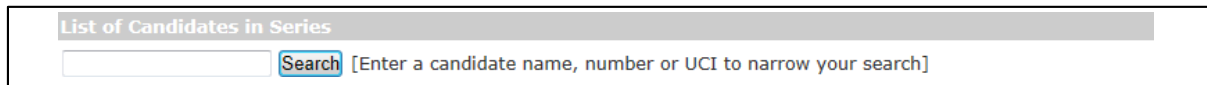
To read PDF documents you will need Adobe Reader software, which you can download for free from www.adobe.com.

Selected candidates

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

Select which candidates need access to the candidate results service for the series 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.



The image shows a search interface within a web application. At the top, there is a grey header bar with the text "List of Candidates in Series". Below this, there is a white search input field followed by a blue button labeled "Search". To the right of the button, there is a placeholder text: "[Enter a candidate name, number or UCI to narrow your search]".

You must click 'Save' at the bottom of the candidate list to register any selections.

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

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.