



Digital Mocks Service

Booking an exam

This guide explains how to book exams in the Digital Mocks Service application, accessed via your My Cambridge account.

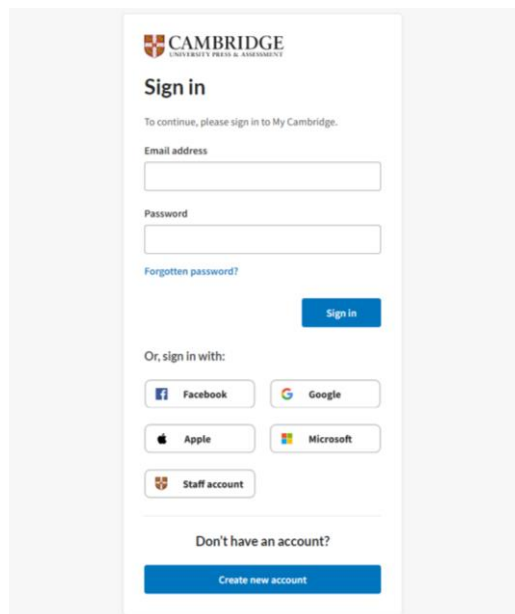
Contents

| | |
|---|----|
| Accessing the Mocks Service application | 2 |
| Selecting centres | 3 |
| Select a series | 4 |
| View students | 5 |
| Add students - manually | 7 |
| Add multiple students - upload template | 9 |
| Create a booking | 12 |
| Review bookings | 18 |
| Amend a booking | 19 |
| Delete a booking | 21 |
| Appendix..... | 22 |

Accessing the Digital Mocks Service application

Please note all images shown are examples.

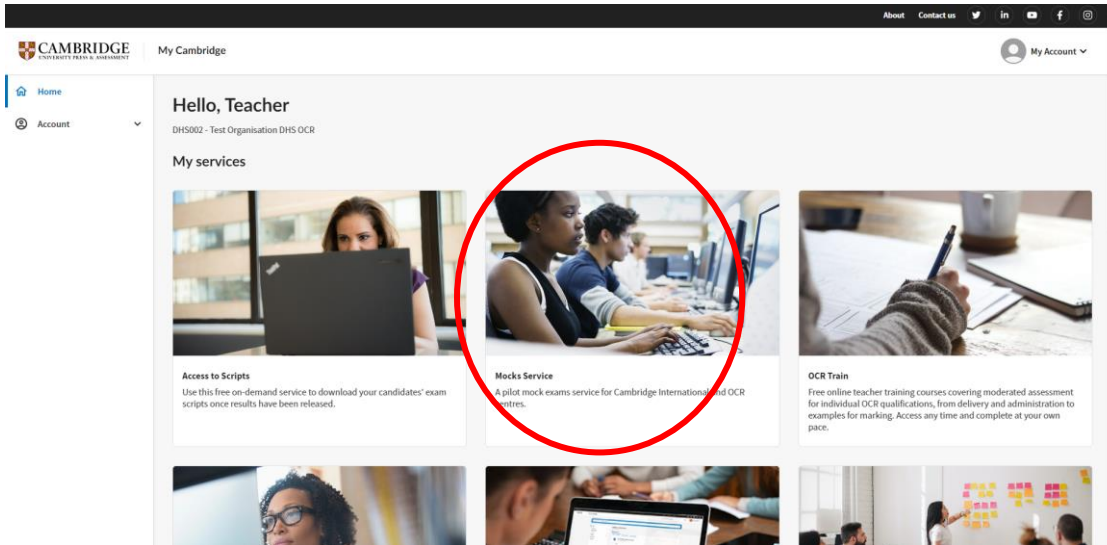
- You can book exams in the **Digital Mocks Service** application accessed via **My Cambridge**.
- Access **My Cambridge** at <https://sso.cambridge.org/login> and log in to your account using your registered e-mail address and password.
- For centres in **China**, please refer to the appendix [here](#) for how to access the Digital Mocks Service application
- If you are a new My Cambridge user you will have received a separate e-mail from us with details of how to create your account.
- Do not use the 'Create new account' button as it will not be linked to your centre.
- If you have not received an e-mail from us, first check your spam folder and then contact your exams officer.



The image shows a screenshot of the 'Sign in' page for My Cambridge. At the top, there is the Cambridge University Press & Assessment logo. Below the logo, the text 'Sign in' is displayed, followed by the instruction 'To continue, please sign in to My Cambridge.' There are two input fields: 'Email address' and 'Password'. Below the password field is a link for 'Forgotten password?'. A blue 'Sign in' button is positioned to the right of the password field. Below this, the text 'Or, sign in with:' is followed by four buttons: 'Facebook', 'Google', 'Apple', and 'Microsoft'. At the bottom, there is a 'Staff account' button and a link 'Don't have an account?' with a blue 'Create new account' button below it.

Booking an exam (continued)

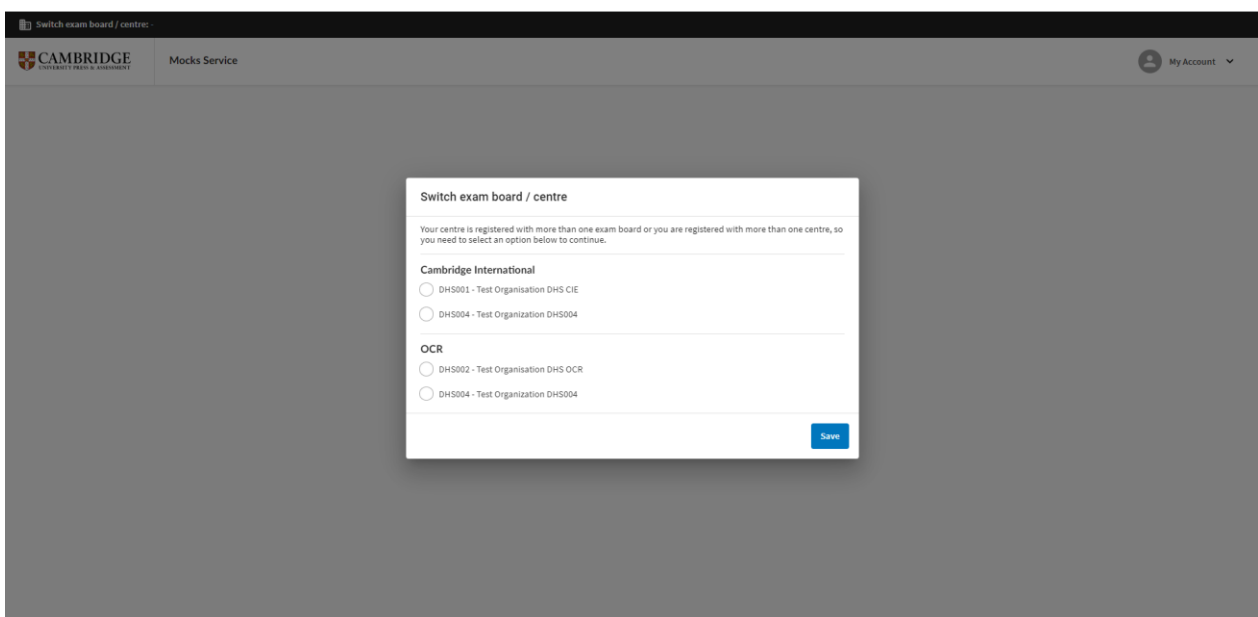
On your **My Cambridge** Home page select the **Mocks Service** tile by clicking on it.



Selecting centres

When you click on the **Mocks Service** tile in **My Cambridge** it will open the **Digital Mocks Service** application.

If your centre is registered with more than one exam board or you are registered with more than one centre, you will need to select which centre and exam board you want to book. Click **Save** to continue and open the Home page.



Booking an exam (continued)

You can switch to a different exam board or centre from the Home page by selecting the centre name in the top-left corner of the screen.

The screenshot shows the 'Home' page of the Mocks Service. At the top, a dark header bar contains the text 'Switch exam board / centre: Cambridge International / DHS001 - Test Organisation DHS CIE'. Below this, the Cambridge Assessment International Education logo is on the left, and 'Mocks Service Cambridge International' is in the center. On the right, there is a 'My Account' dropdown menu. A left-hand navigation menu includes 'Home', 'Students', 'Mock exam bookings', and 'Mock exam results'. The main content area displays 'Home (CI July 2024)', 'Mock Series' (with a sub-header 'Please select a mock exam series'), and 'Active Series'. Two series are listed: 'CI Oct 2024' and 'MOCK CI September 2024'. Each series card shows 'Bookings open on: 01-Jul-2024', 'Exam start date', and 'Exam end date'. A 'Need help - contact us' button is located at the bottom left of the main content area.

| Series Name | Bookings open on | Exam start date | Exam end date | Status |
|------------------------|------------------|-----------------|---------------|--------|
| CI Oct 2024 | 01-Jul-2024 | 01-Oct-2024 | 31-Dec-2024 | Active |
| MOCK CI September 2024 | 01-Jul-2024 | 15-Sep-2024 | 15-Dec-2024 | Active |

Select a series

On the Home page you will see all the available mock exam series.

This screenshot is identical to the one above, showing the 'Home' page of the Mocks Service. The 'Home' menu item in the left navigation is highlighted. The main content area displays 'Home', 'Mock Series', and 'Active Series' with the same two series cards: 'CI Oct 2024' and 'MOCK CI September 2024'. The 'Need help - contact us' button is also visible.

| Series Name | Bookings open on | Exam start date | Exam end date | Status |
|------------------------|------------------|-----------------|---------------|--------|
| CI Oct 2024 | 01-Jul-2024 | 01-Oct-2024 | 31-Dec-2024 | Active |
| MOCK CI September 2024 | 01-Jul-2024 | 15-Sep-2024 | 15-Dec-2024 | Active |

When you select a series it will become blue and the side bar menu is enabled. This will allow you to add students to the series and book exams.

View students

- Select **Students** from the left-hand menu.
- Any students you have previously added to the series will show in the list.
- You can sort the list by clicking on the **Candidate number** or **Name** column header.
- The **Number of Bookings** header refers to the number of bookings made for each student within the selected series.
- You can edit a student's details or remove them from the list using the icons under the **Actions** column. You can change the name, gender, date of birth and candidate number, then click **Save changes**.

The screenshot shows the 'Students' page in the Mocks Service. The page header includes 'Switch exam board / centre: Cambridge International / DHS001 - Test Organisation DHS CIE'. The left sidebar has a 'Students' menu item. The main content area shows a table of students with columns for Candidate no., Name, Date of birth, Gender, Number of Bookings, and Actions. There are 'Add student' and 'Upload students' buttons at the top right of the table. A 'Need help - contact us' button is at the bottom left.

| Candidate no. ↑ | Name ↑ | Date of birth | Gender | Number of Bookings | Actions |
|----------------------|------------------|---------------|---------------|--------------------|---------|
| 0055 | Abel Smith-Jones | 04-Jul-2016 | Not specified | 0 | |
| 0070 | Alanis Hampson | 04-Jul-2006 | Female | 1 | |
| 0037 | Alassane Hopson | 14-Nov-2009 | Female | 7 | |
| 0010 | Alysa Begam | 24-Aug-2006 | Female | 2 | |
| 0060 | Anne Jones | 04-Jul-2006 | Female | 1 | |
| 0044 | Aviana Brown | 08-Sep-2007 | Female | 9 | |
| 0038 | Ayuba Cobb | 19-Mar-2005 | Female | 5 | |

- If you want to change a student's details, click on their candidate number and then click **Edit student**. You can change their name, gender and date of birth. When you have finished, select **Save changes**.
- Please note, you cannot delete a student if they have exam bookings assigned to them.

Booking an exam (continued)

The screenshot shows the 'Mock exam bookings' page for student Alanis Hampson. The page header includes the Cambridge Assessment International Education logo and 'Mocks Service Cambridge International'. The breadcrumb trail is 'Home (CI July 2024) > Students > Alanis Hampson'. The student's name 'Alanis Hampson' and 'For: CI July 2024' are displayed. Below this, a summary row shows: Name: Alanis Hampson, Candidate ID: 0070, Date of birth: 04-Jul-2006, Gender: Female. A table lists the booking details:

| Booking ID | Qualification | Mock exam | Exam window | No. Students | Booking deadline | Status |
|------------|-----------------|-------------------------------------|---------------------------|--------------|------------------|-----------|
| #1619 | Cambridge IGCSE | 0500 First Language English Paper 2 | 01-Oct-2024 - 23-Oct-2024 | 5 | 24-Sep-2024 | Processed |

At the bottom right, an 'Edit student' button is circled in red. A 'Need help - contact us' button is located at the bottom left.

If a student is part of a **Submitted** booking, click on their candidate number to view the booking details. You will see the screen below:

The screenshot shows the 'Mock exam bookings' page for student Hannah Owen. The breadcrumb trail is 'Home (UAT CIE 101) > Students > Hannah Owen'. The student's name 'Hannah Owen' and 'For: UAT CIE 101' are displayed. Below this, a summary row shows: Name: Hannah Owen, Candidate ID: 0601, Date of birth: 28-Apr-1999, Gender: Female. A table lists the booking details:

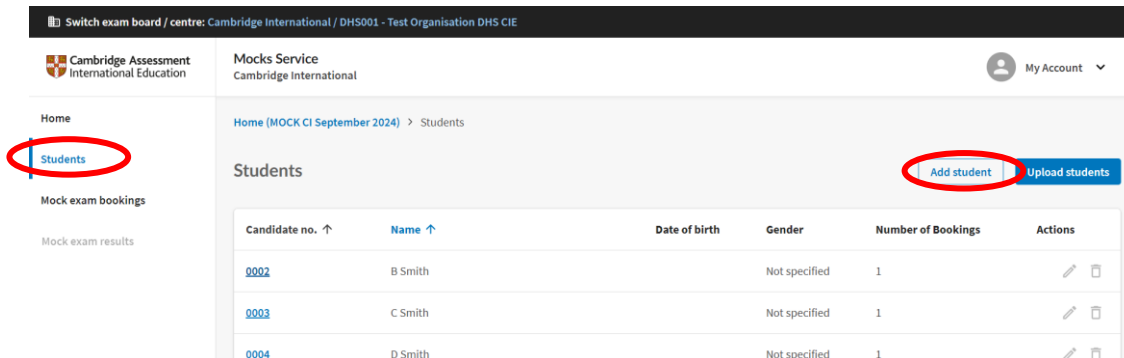
| Booking ID | Qualification | Mock exam | Exam window | No. Students | Booking deadline | Status |
|------------|-----------------|--|---------------------------|--------------|------------------|-----------|
| #828 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 2 (2) Directed Writing and Composition | 16-Oct-2023 - 23-Oct-2023 | 5 | 14-Oct-2023 | Processed |
| #845 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 1 (12) Reading | 22-Dec-2023 - 31-Dec-2023 | 2 | 13-Dec-2023 | Processed |
| #824 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 1 (12) Reading | 16-Oct-2023 - 23-Oct-2023 | 4 | 14-Oct-2023 | Processed |

An 'Edit student' button is located at the bottom right.

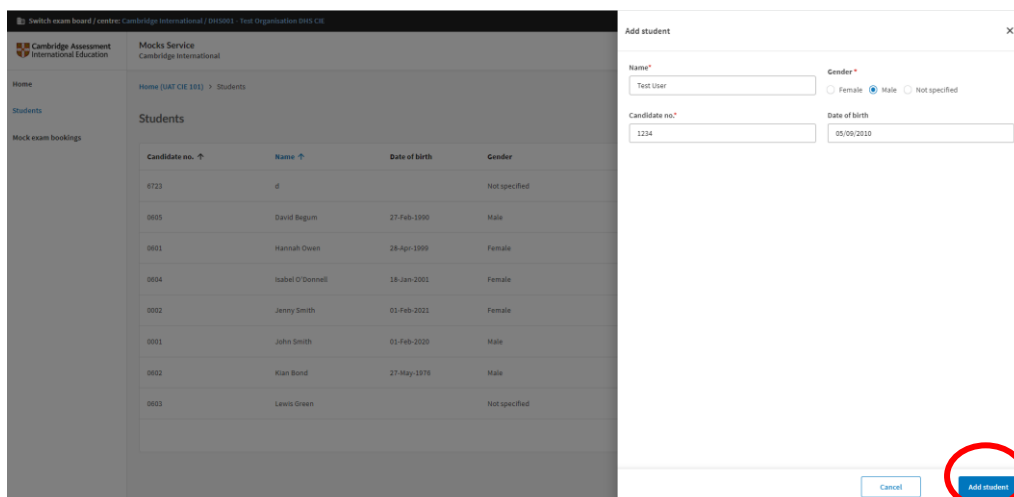
- The **Number of Students** column refers to the number of students from your centre currently booked for the exam, in the mock exam window shown.
- **Status** refers to whether the exam booking is **Submitted** (can still be amended) or **Processed** (can no longer be amended).

Add students – manual entry

- Select an exam series from the **Home** page.
- Select **Students** from the left-hand menu.
- To add an individual student, select the **Add student** button.



- This will open a window on the right-hand side of the screen for you to add the student details manually.
- Enter the student's full name and individual candidate number. If the student has been entered for an upcoming live exam series and they already have a candidate number, use it here. If they do not have a candidate number, input a 4-digit number in the range 0001 to 9999. The number must be unique to the candidate for the selected mock exam series.
- The gender and date of birth fields are optional. If you choose to enter a date of birth, please use the format dd-mm-yyyy or dd/mm/yyyy.
- After you have entered the information select **Add student**.



Booking an exam (continued)

You will see a message confirming that the student was added successfully.

The form will be cleared ready for you to enter the next student if you wish. When you have finished adding students, you can close the **Add student** window by selecting the **X** symbol or by selecting **Cancel**.

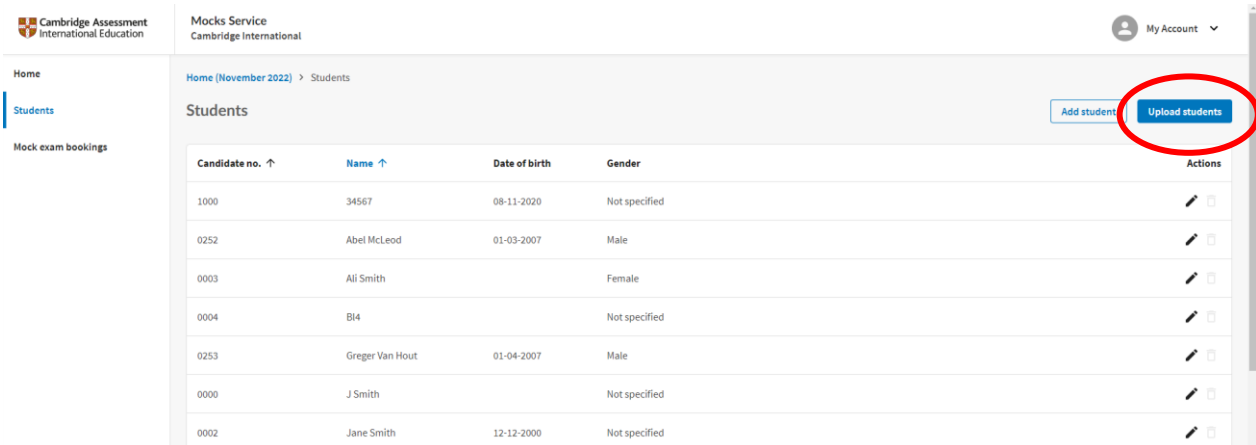
You will then see the **Students** page, where you will be able to view the details you have entered.

The screenshot displays the Cambridge Assessment International Education Mocks Service interface. On the left, a sidebar contains navigation options: Home, Students, and Mock exam bookings. The main content area shows the 'Students' page with a table of student details. A modal window titled 'Add student' is open on the right, featuring a close button (X) in the top right corner. The form includes fields for Name, Gender (Female, Male, Not specified), Candidate no., and Date of birth. A green success message states: 'The student was added successfully. You can now add another one. Alternatively you can close this window.' At the bottom of the modal, there are 'Cancel' and 'Add student' buttons.















| Candidate no. ↑ | Name ↑ | Date of birth | Gender |
|-----------------|-----------------|---------------|---------------|
| 1000 | 34567 | 09-11-2020 | Not specified |
| 0252 | Abel McLeod | 01-03-2007 | Male |
| 0003 | Ali Smith | | Female |
| 0004 | BI4 | | Not specified |
| 0253 | Gregor Van Hout | 01-04-2007 | Male |
| 0000 | J Smith | | Not specified |
| 0002 | Jane Smith | 12-12-2000 | Not specified |
| 0200 | Jason Smith | 01-01-2010 | Male |
| 0201 | Jason Smith | 01-01-2010 | Male |
| 3001 | Jo A Learner | 14-11-2022 | Female |
| 0202 | Joaquin Michel | 03-01-2022 | Male |

Add multiple students – upload template

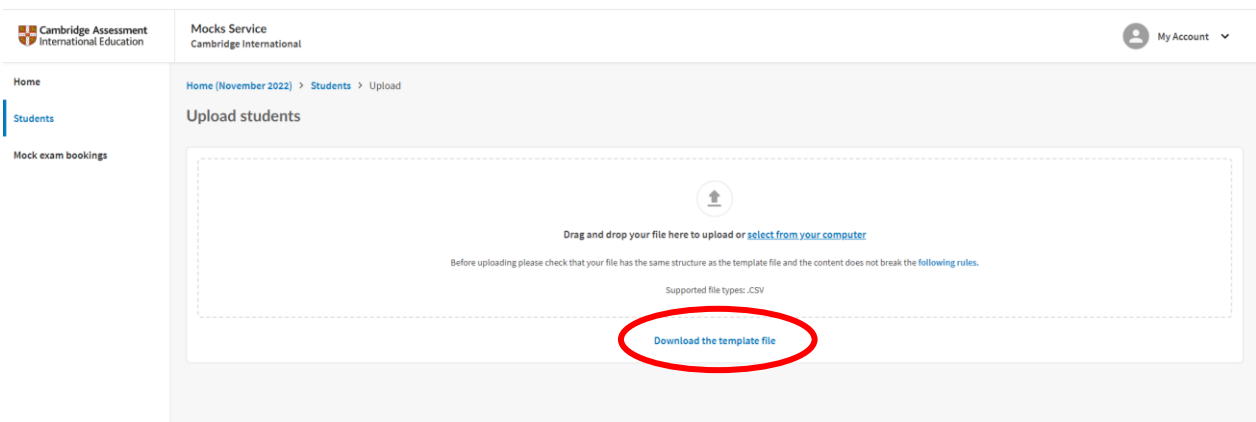
You can add multiple students using the **Upload students** button.



The screenshot shows the 'Students' page in the Mocks Service. The page header includes the Cambridge Assessment International Education logo and 'Mocks Service Cambridge International'. The breadcrumb trail is 'Home (November 2022) > Students'. The main content area is titled 'Students' and contains a table with columns for 'Candidate no.', 'Name', 'Date of birth', 'Gender', and 'Actions'. The 'Upload students' button is circled in red.

| Candidate no. ↑ | Name ↑ | Date of birth | Gender | Actions |
|-----------------|-----------------|---------------|---------------|---|
| 1000 | 34567 | 08-11-2020 | Not specified |   |
| 0252 | Abel McLeod | 01-03-2007 | Male |   |
| 0003 | Ali Smith | | Female |   |
| 0004 | BI4 | | Not specified |   |
| 0253 | Greger Van Hout | 01-04-2007 | Male |   |
| 0000 | J Smith | | Not specified |   |
| 0002 | Jane Smith | 12-12-2000 | Not specified |   |

Select this button to open the **Upload students** screen. Here you can select **Download the template file** (CSV) to add your students' details. Once you have done this, you can upload the information to the application.



The screenshot shows the 'Upload students' page. The breadcrumb trail is 'Home (November 2022) > Students > Upload'. The main content area is titled 'Upload students' and contains a large dashed box for file upload. Below the box, there is a 'Download the template file' button circled in red.

There are some rules to follow for the upload to succeed:

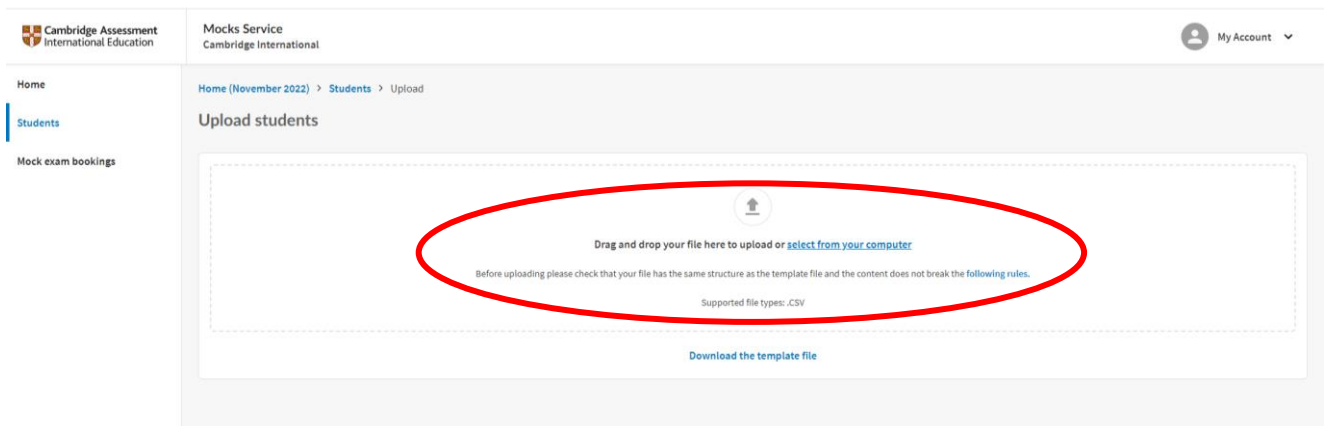
- Each student must have a candidate number in the range 0001 to 9999. If you are using Microsoft Excel, we recommend using candidate numbers in the range 1000 to 9999 as leading zeros can cause problems in the data.
- In any one centre, a student cannot have the same candidate number as another candidate in the same mock exam series.
- Each student must have a name. Please enter the full name.
- Date of birth is optional. If you enter this it must be in the format dd-mm-yyyy or dd/mm/yyyy.
- Gender is optional. If you enter this it must be in the format F (for female), M (for male) or N (not specified).
- If you do not enter a gender, it will automatically be set to 'not specified' when the file is uploaded.

Booking an exam (continued)

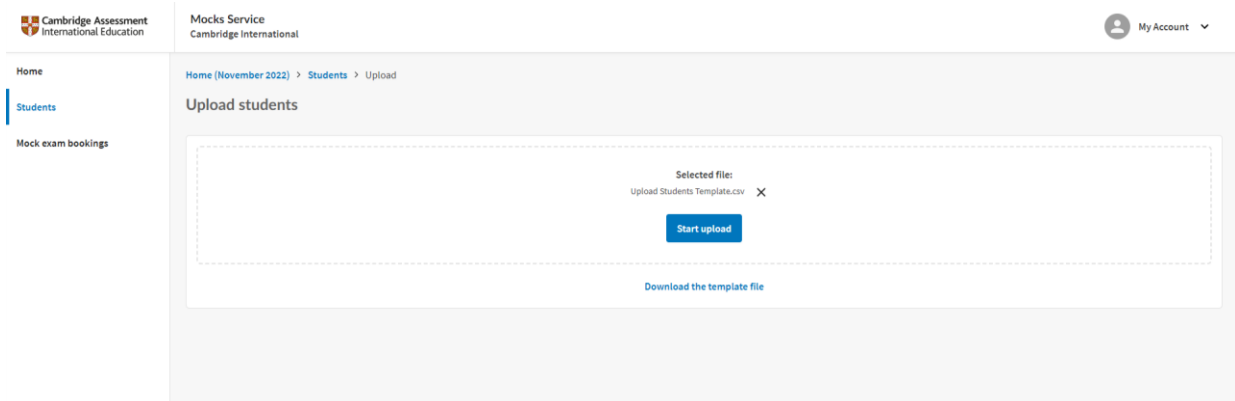
Example file with columns expanded and mandatory data added.

| | A | B | C | D | E |
|----|-----------------|--------------|-------------|--------|---|
| 1 | candidateNumber | name | dateOfBirth | gender | |
| 2 | 1234 | James Smith | | | |
| 3 | 5678 | Andrew Brown | | | |
| 4 | 9101 | Lucas Blue | | | |
| 5 | 1123 | Joanna White | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |

Once you have completed the template, save it to your local machine. You can then drag and drop the file into the **Digital Mocks Service** application or alternatively 'browse to' and select the file on your computer.

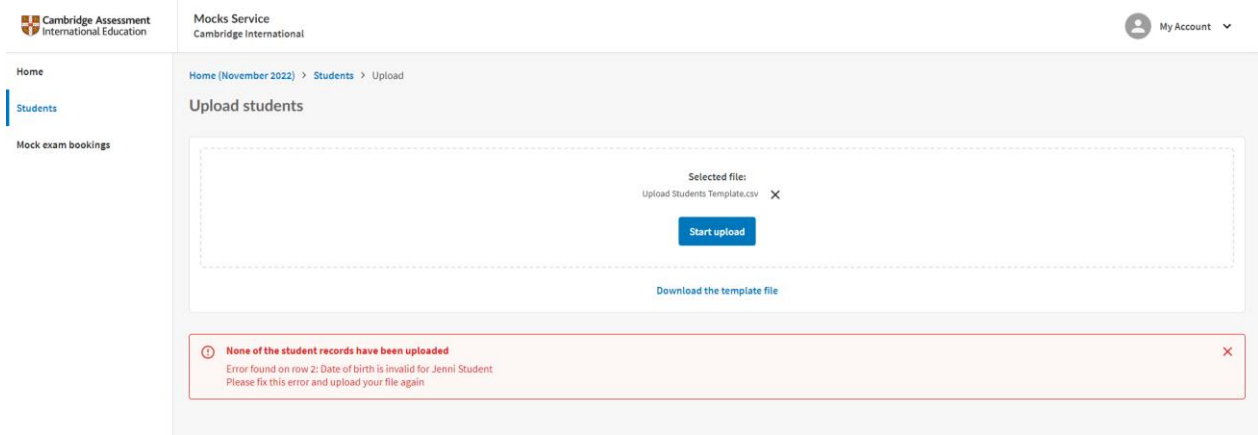


Once the file has been added successfully you will be prompted to **Start upload**.

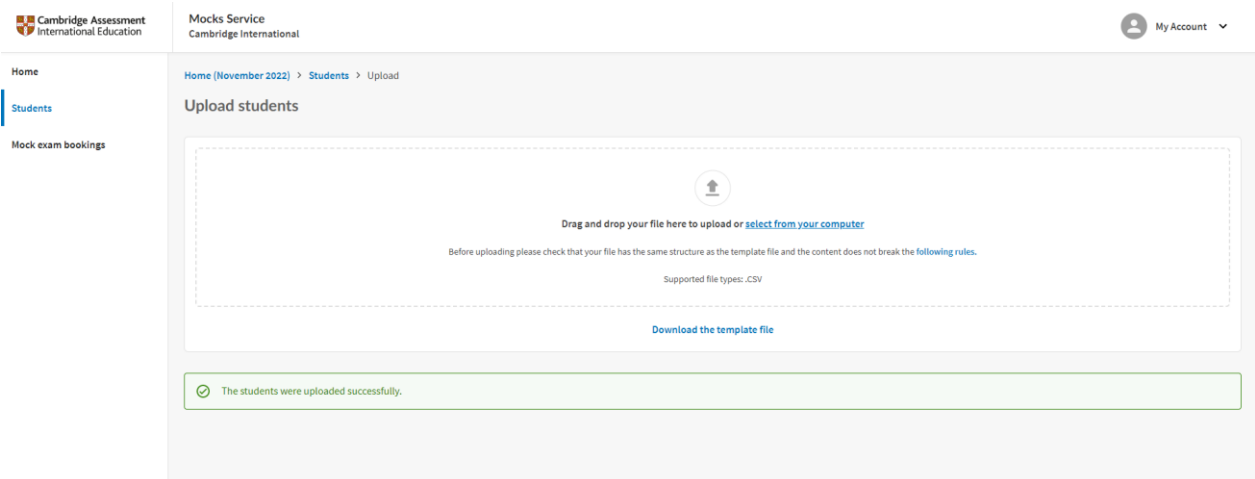


Booking an exam (continued)

If there are any errors in your file, you will see an error message explaining which data is invalid.



Once the file has been uploaded successfully you will see a message confirming this.

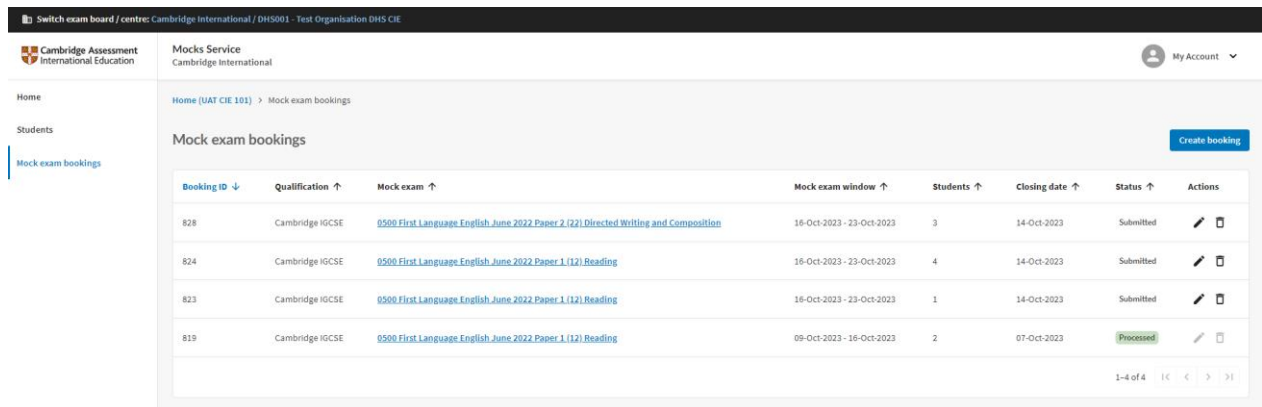


You can view the students you have added by going to the **Students** screen.









Create a booking

Now you have added your students you can book your exam by selecting **Mock exam bookings** in the left-hand menu.

In the **Mock exam bookings** screen, you will see any bookings you have already made. The **Status** of each booking shows as either **Submitted** (awaiting processing and can be amended) or **Processed** (booking successfully transferred to the exam delivery system and cannot be amended).



The screenshot shows the 'Mock exam bookings' page in the Cambridge Assessment International Education Mocks Service. The page includes a navigation menu on the left with 'Mock exam bookings' selected. The main content area displays a table of bookings with columns for Booking ID, Qualification, Mock exam, Mock exam window, Students, Closing date, Status, and Actions. There are four rows of bookings, with the last one marked as 'Processed'.

| Booking ID ↓ | Qualification ↑ | Mock exam ↑ | Mock exam window ↑ | Students ↑ | Closing date ↑ | Status ↑ | Actions |
|--------------|-----------------|---|---------------------------|------------|----------------|-----------|---|
| 828 | Cambridge IGCSE | 0500 First Language English, June 2022 Paper 2 (2) Directed Writing and Composition | 16-Oct-2023 - 23-Oct-2023 | 3 | 14-Oct-2023 | Submitted |   |
| 824 | Cambridge IGCSE | 0500 First Language English, June 2022 Paper 1 (12) Reading | 16-Oct-2023 - 23-Oct-2023 | 4 | 14-Oct-2023 | Submitted |   |
| 823 | Cambridge IGCSE | 0500 First Language English, June 2022 Paper 1 (12) Reading | 16-Oct-2023 - 23-Oct-2023 | 1 | 14-Oct-2023 | Submitted |   |
| 819 | Cambridge IGCSE | 0500 First Language English, June 2022 Paper 1 (12) Reading | 09-Oct-2023 - 16-Oct-2023 | 2 | 07-Oct-2023 | Processed |   |

Each booking made is for a selected number of students sitting a single mock exam within a single seven-day mock exam window. Separate bookings are needed for different mock exams and different mock exam windows. The following examples would all need to be separate bookings:

- 20 students sitting Cambridge IGCSE™ English First Language Paper 1 within the mock exam window starting 30 January 2025.
- 20 students sitting Cambridge IGCSE English First Language Paper 1 within the mock exam window starting 6 February 2025.
- 20 students sitting Cambridge IGCSE English First Language Paper 2 within the mock exam window starting 30 January 2025.

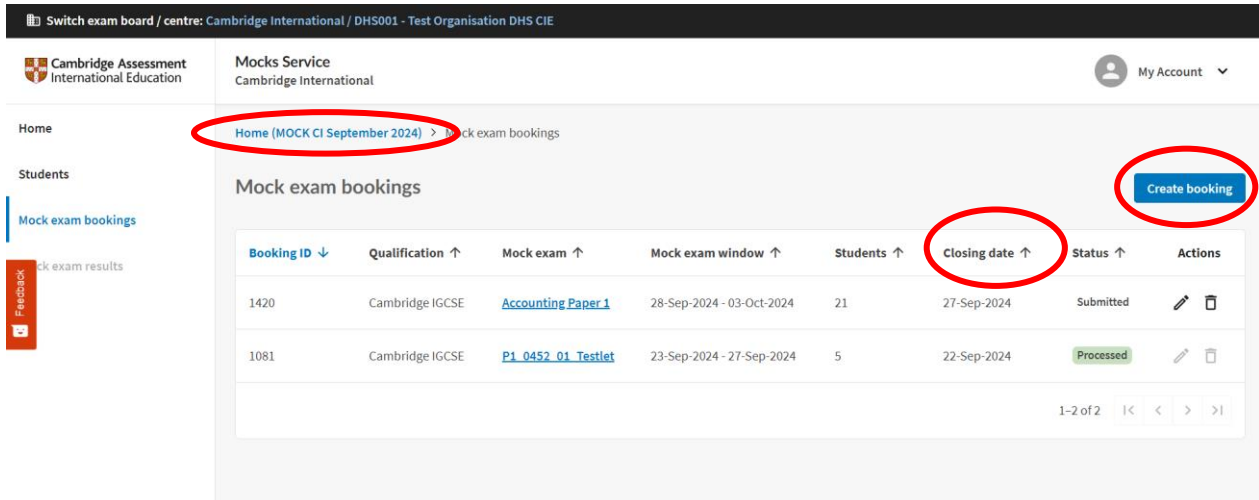
You can create one booking per exam window at a time. If you would like to book multiple exams, you will need to repeat the process to make multiple bookings.

Booking an exam (continued)

To make a new booking, select **Create booking** in the **Mock exam bookings** screen (accessed using the menu option on the left of the screen). Make sure you have selected the correct series. The system will automatically take you through the steps to create your booking.

Bookings must be made by midnight (UTC*) on the closing date shown.

*Co-ordinated Universal Time (Greenwich Mean Time in the UK, also known as Western European Time)



Switch exam board / centre: Cambridge International / DHS001 - Test Organisation DHS CIE

Cambridge Assessment International Education | Mocks Service | Cambridge International | My Account

Home > Home (MOCK CI September 2024) > Mock exam bookings

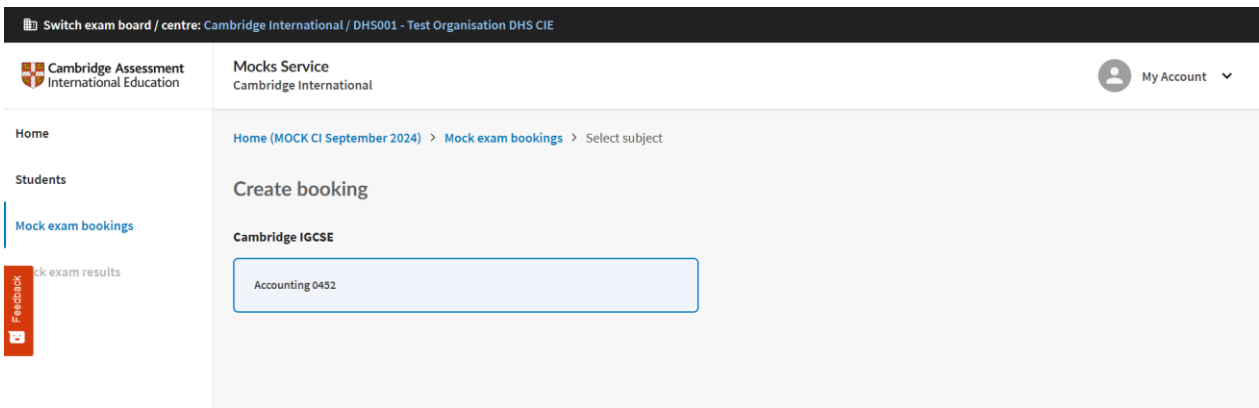
Mock exam bookings

Create booking

| Booking ID ↓ | Qualification ↑ | Mock exam ↑ | Mock exam window ↑ | Students ↑ | Closing date ↑ | Status ↑ | Actions |
|--------------|-----------------|------------------------------------|---------------------------|------------|----------------|-----------|---------|
| 1420 | Cambridge IGCSE | Accounting Paper 1 | 28-Sep-2024 - 03-Oct-2024 | 21 | 27-Sep-2024 | Submitted | |
| 1081 | Cambridge IGCSE | P1_0452_01 Testlet | 23-Sep-2024 - 27-Sep-2024 | 5 | 22-Sep-2024 | Processed | |

1-2 of 2 | < > >>

All available subjects within the chosen series will be shown. Select the subject you want to book.



Switch exam board / centre: Cambridge International / DHS001 - Test Organisation DHS CIE

Cambridge Assessment International Education | Mocks Service | Cambridge International | My Account

Home > Home (MOCK CI September 2024) > Mock exam bookings > Select subject

Create booking

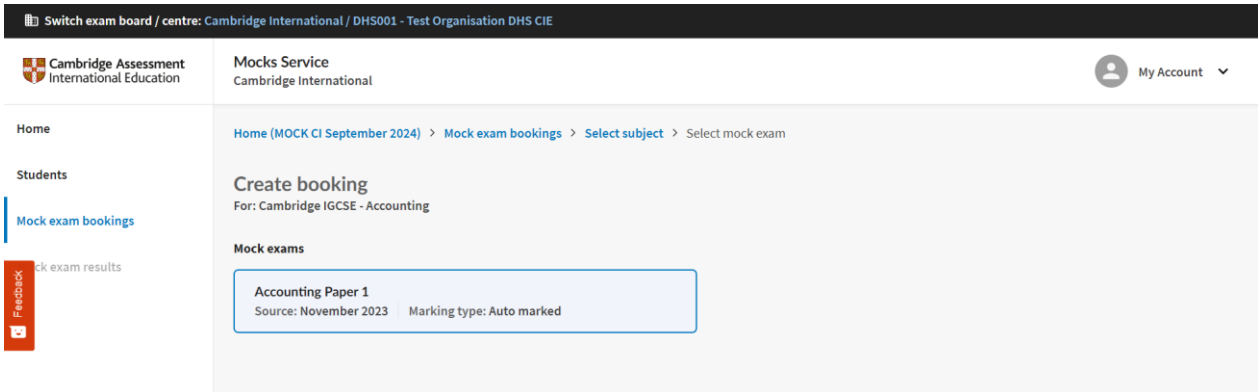
Cambridge IGCSE

Accounting 0452

Booking an exam (continued)

Once you have selected the subject, you will be asked to select the specific exam you want to book.

The exams listed will also show information about the source of the content (the paper-based version on which the digital exam is based) and the marking type for that exam (examiner marked, auto marked or a combination of both).



Switch exam board / centre: Cambridge International / DHS001 - Test Organisation DHS CIE

Cambridge Assessment International Education | Mocks Service Cambridge International | My Account

Home (MOCK CI September 2024) > Mock exam bookings > Select subject > Select mock exam

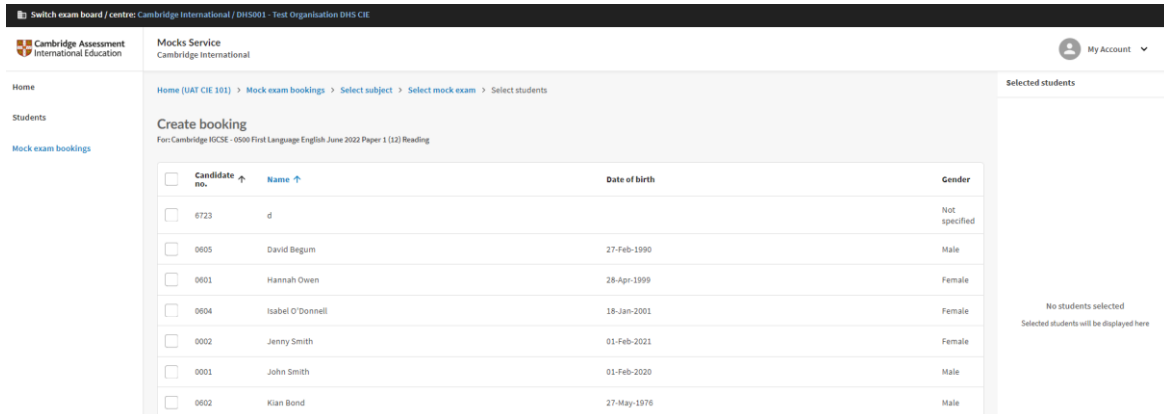
Create booking

For: Cambridge IGCSE - Accounting

Mock exams

Accounting Paper 1
Source: November 2023 | Marking type: Auto marked

Once you have selected the exam, you will be asked to select the students you want to add.



Switch exam board / centre: Cambridge International / DHS001 - Test Organisation DHS CIE

Cambridge Assessment International Education | Mocks Service Cambridge International | My Account

Home (UAT CIE 101) > Mock exam bookings > Select subject > Select mock exam > Select students

Create booking

For: Cambridge IGCSE - 0500 First Language English June 2022 Paper 1 (12) Reading

| <input type="checkbox"/> | Candidate no. | Name | Date of birth | Gender |
|--------------------------|---------------|------------------|---------------|---------------|
| <input type="checkbox"/> | 6723 | d | | Not specified |
| <input type="checkbox"/> | 0605 | David Bigum | 27-Feb-1990 | Male |
| <input type="checkbox"/> | 0601 | Hannah Owen | 28-Apr-1999 | Female |
| <input type="checkbox"/> | 0604 | Isabel O'Donnell | 18-Jan-2001 | Female |
| <input type="checkbox"/> | 0002 | Jenny Smith | 01-Feb-2021 | Female |
| <input type="checkbox"/> | 0001 | John Smith | 01-Feb-2020 | Male |
| <input type="checkbox"/> | 0602 | Kian Bond | 27-May-1976 | Male |

Selected students

No students selected
Selected students will be displayed here

You can select all or individual students to add to the exam. Once you have selected the students, they will show on the right-hand side of the screen. The total cost of the booking is calculated.

We will invoice your centre or your Cambridge Associate after the exam window has finished.

Booking an exam (continued)

Cambridge Assessment International Education Mocks Service Cambridge International

Home Students Mock exam bookings

Select all students

Select mock exam > Select students

Selected students (8)

| Candidate | Name | Date of birth | Gender |
|-------------------------------------|-----------------------|---------------|---------------|
| <input checked="" type="checkbox"/> | d | | Not specified |
| <input checked="" type="checkbox"/> | 6723 David Begum | 27-Feb-1990 | Male |
| <input checked="" type="checkbox"/> | 0605 Hannah Owen | 28-Apr-1999 | Female |
| <input checked="" type="checkbox"/> | 0601 Isabel O'Donnell | 18-Jan-2001 | Female |
| <input checked="" type="checkbox"/> | 0002 Jenny Smith | 03-Feb-2021 | Female |
| <input checked="" type="checkbox"/> | 0001 John Smith | 01-Feb-2020 | Male |

Cambridge Assessment International Education Mocks Service Cambridge International

Home Students Mock exam bookings

Home (UAT CIE 101) > Mock exam bookings > Select subject > Select mock exam > Select students

Create booking

For: Cambridge IGCSE - 0500 First Language English June 2022 Paper 1 (12) Reading

| Candidate no. | Name | Date of birth | Gender |
|-------------------------------------|-----------------------|---------------|---------------|
| <input type="checkbox"/> | 6723 d | | Not specified |
| <input type="checkbox"/> | 0605 David Begum | 27-Feb-1990 | Male |
| <input checked="" type="checkbox"/> | 0601 Hannah Owen | 28-Apr-1999 | Female |
| <input type="checkbox"/> | 0604 Isabel O'Donnell | 18-Jan-2001 | Female |
| <input type="checkbox"/> | 0002 Jenny Smith | 01-Feb-2021 | Female |
| <input checked="" type="checkbox"/> | 0001 John Smith | 01-Feb-2020 | Male |
| <input type="checkbox"/> | 0602 Kian Bond | 27-May-1976 | Male |
| <input type="checkbox"/> | 0603 Lewis Green | | Not specified |

1-8 of 8 | < >

Total: 28 USD Next step

Once you have checked the details, select the **Next step** button.

You will now be asked to select a mock exam window using the drop-down list.

The list will show the available windows and the number of available spaces for the exam in each window. Spaces for each exam window are limited so please check this against the number of students you are trying to book for.

Cambridge Assessment International Education Mocks Service Cambridge International

Home Students Mock exam bookings

Home (UAT CIE 101) > Mock exam bookings > Select subject > Select mock exam > Select students > Schedule mock exam

Create booking

For: Cambridge IGCSE - 0500 First Language English June 2022 Paper 1 (12) Reading

Choose a mock exam window

Select mock exam window

16-Oct-2023 - 23-Oct-2023 | available spaces: 10

| Booking dates | Available spaces | No. of students | Total cost |
|---------------|------------------|-----------------|------------|
| | 10 | 2 | 28 USD |

Next step

The system will not allow you to mistakenly double-book students for the same mock exam and window. If this happens, you will see a warning message after you have selected the exam window.

Booking an exam (continued)

Cambridge Assessment International Education Mocks Service Cambridge International My Account

Home (UAT CIE 101) > Mock exam bookings > Select subject > Select mock exam > Select students > Schedule mock exam

Create booking

For: Cambridge IGCSE - 0500 First Language English June 2022 Paper 1 (12) Reading

Choose a mock exam window

| | | | | | |
|---------------------------|---------------------------|----------------------|--------------------|--------------------|-----------|
| 16-Oct-2023 - 23-Oct-2023 | Closing date: 14 Oct 2023 | Available spaces: 10 | No. of students: 2 | Total cost: 28 USD | Next step |
|---------------------------|---------------------------|----------------------|--------------------|--------------------|-----------|

Double booking
Some of the selected students are already booked for the same mock exam and window on another booking.
[View duplicate students](#)

Select **View duplicate entries** and this will open a window where you can remove the duplicate bookings. Review the information presented, select **I understand** and then select **Remove students** to remove the duplicate students from the booking. You can also select **Cancel** to return to the exam window selection screen.

Duplicate students

The following students were already added to this booking window, Cambridge IGCSE - 0500 First Language English June 2022 Paper 1 (12) Reading, 16-Oct-2023 - 23-Oct-2023 on a different booking:

| Candidate no. | Name | Added by |
|---------------|-------------|--------------------------|
| 0601 | Hannah Owen | Teacher (DHS001/002/003) |
| 0001 | John Smith | Exam Officer CIE |

In order to prevent duplicate student entries for this booking window, they will be removed from this booking.

I understand

Cancel Remove students

Once you have selected a window and removed any duplicate bookings, you will see the window closing date. You will also see the number of available spaces, the number of students you are booking and confirmation of the cost.

Check the details and select the **Next step** button.

Cambridge Assessment International Education Mocks Service Cambridge International My Account

Home (UAT CIE 101) > Mock exam bookings > Select subject > Select mock exam > Select students > Schedule mock exam

Create booking

For: Cambridge IGCSE - 0500 First Language English June 2022 Paper 1 (12) Reading

Choose a mock exam window

| | | | | | |
|---------------------------|---------------------------|----------------------|--------------------|--------------------|-----------|
| 16-Oct-2023 - 23-Oct-2023 | Closing date: 14 Oct 2023 | Available spaces: 10 | No. of students: 3 | Total cost: 42 USD | Next step |
|---------------------------|---------------------------|----------------------|--------------------|--------------------|-----------|

You will see the booking confirmation screen. Review your booking and download the Terms and Conditions from the link. When you have read the Terms and Conditions, accept them by ticking the box. The **Submit bookings** button is enabled.

Booking an exam (continued)

Cambridge Assessment International Education Mocks Service Cambridge International

Home (UAT CIE 101) > Mock exam bookings > Select subject > Select mock exam > Select students > Schedule mock exam > Submit booking

Create booking

For: Cambridge IGCSE - 0500 First Language English June 2022 Paper 1 (12) Reading

You are about to submit bookings for:
Cambridge IGCSE - 0500 First Language English June 2022 Paper 1 (12) Reading
Mock exam window: 16-Oct-2023 - 23-Oct-2023 | Closing date: 14-Oct-2023

| Cost | |
|---------------------|---------------|
| Per student booking | 14 USD |
| No. of students | 3 |
| Total | 42 USD |

I have read and agree with the [Terms and Conditions](#)

Submit bookings

Selected students (3)

| Cand. no. | Name |
|-----------|-------------|
| 6723 | d |
| 0602 | Kian Bond |
| 0603 | Lewis Green |

Click the **Submit bookings** button and you will see a message confirming that your booking has been submitted to Cambridge.

Switch exam board / centre: Cambridge International / DHS001 - Test Organisation DHS CIE

Cambridge Assessment International Education Mocks Service Cambridge International

Home (UAT CIE 101) > Mock exam bookings > 829

Congratulations

You've submitted bookings for:
Cambridge IGCSE - 0500 First Language English June 2022 Paper 1 (12) Reading
Booking ID: 829 | Mock exam window: 16-Oct-2023 - 23-Oct-2023 | Closing date: 14-Oct-2023

| Cost | |
|---------------------|---------------|
| Per student booking | 14 USD |
| No. of students | 1 |
| Total | 14 USD |

You can edit this booking's details until 14-Oct-2023

View bookings list

Selected students (1)

| Cand. no. | Name |
|-----------|-------------|
| 0603 | Lewis Green |

- The booking will be processed after the closing date.
- Once we have processed the booking, the status will change from **Submitted** to **Processed** on the **Mock exam bookings** screen.
- At this point the student details will be sent to **RM Assessment Master** and assigned to the exam booked.
- This ends the booking process in the **Digital Mocks Service** application.
- You can arrange test sittings at any point during the exam window.

Instructions for delivering the exams can be found in the 'Delivering Exams' user guide.

Booking an exam (continued)

Review bookings

In the **Mock exam bookings** screen you can review your bookings. You can view the booking details by clicking on the mock exam from the list.

The screenshot shows the 'Mock exam bookings' screen. A table lists several bookings. The first row is circled in red. The table has columns for Booking ID, Qualification, Mock exam, Mock exam window, Students, Closing date, Status, and Actions.

| Booking ID | Qualification | Mock exam | Mock exam window | Students | Closing date | Status | Actions |
|------------|-----------------|---|---------------------------|----------|--------------|-----------|---------|
| 829 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 1 (12) Reading | 16-Oct-2023 - 23-Oct-2023 | 1 | 14-Oct-2023 | Submitted | |
| 828 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 2 (22) Directed Writing and Composition | 16-Oct-2023 - 23-Oct-2023 | 3 | 14-Oct-2023 | Submitted | |
| 824 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 1 (12) Reading | 16-Oct-2023 - 23-Oct-2023 | 4 | 14-Oct-2023 | Submitted | |
| 823 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 1 (12) Reading | 16-Oct-2023 - 23-Oct-2023 | 1 | 14-Oct-2023 | Submitted | |
| 819 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 1 (12) Reading | 09-Oct-2023 - 16-Oct-2023 | 2 | 07-Oct-2023 | Processed | |

A window will open that shows the booking information.

The screenshot shows the 'View booking' window. It displays details for the booking ID 829. The details include Booking ID, Source, Marking type, Mock exam window, Closing date, Cost per student booking, No. of students, Total cost, Created by, Created on, Last updated by, and Last updated on. A list of students is also shown.

| Field | Value |
|--------------------------|---------------------------|
| Booking ID | 829 |
| Source | N/A |
| Marking type | Examiner marked |
| Mock exam window | 16-Oct-2023 - 23-Oct-2023 |
| Closing date | 14-Oct-2023 |
| Cost per student booking | 14 USD |
| No. of students | 1 |
| Total cost | 14 USD |
| Created by | Teacher (DH5061/002/903) |
| Created on | 10-Oct-2023, 11:49 |
| Last updated by | - |
| Last updated on | - |

List of students (1)

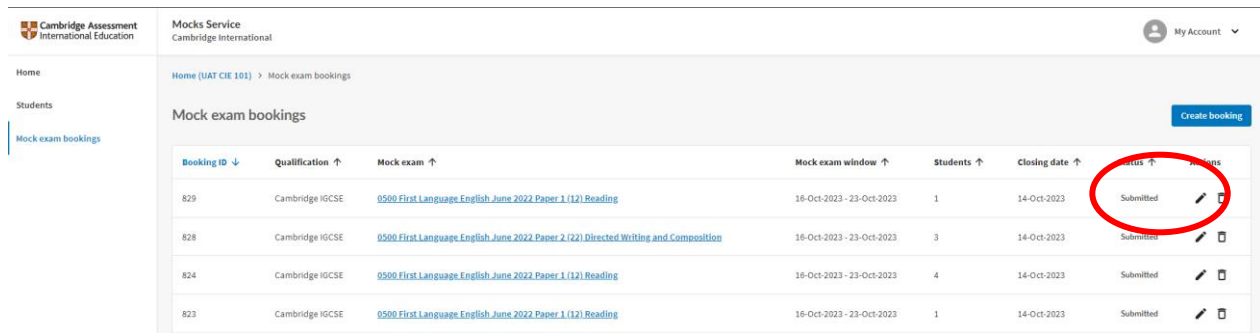
| Cand. no. | Name |
|-----------|-------------|
| 0603 | Lewis Green |

Amend a booking





You can make amendments to any bookings with a **Submitted** status. We advise you to make any changes well before the booking closing date.

Please note that you cannot amend a booking with a **Processing** or **Processed** status. This means data has passed to the exam delivery system and cannot be amended.

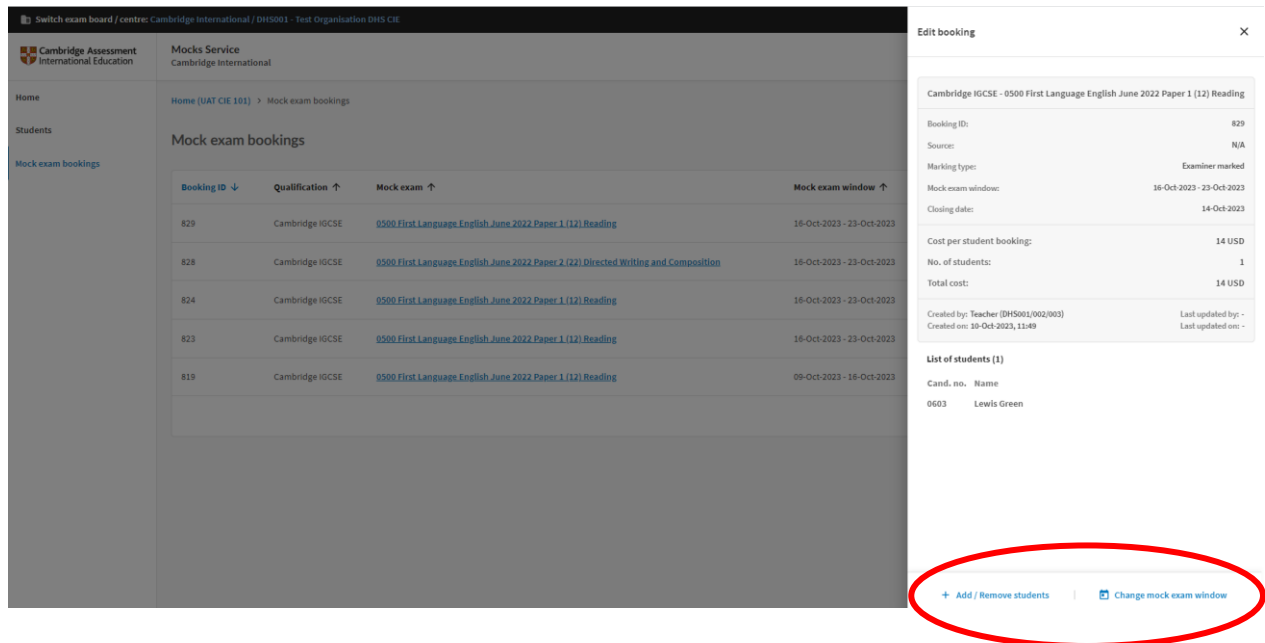
Select the **Pencil** icon to amend your booking.



The screenshot shows a table of mock exam bookings. The columns are: Booking ID, Qualification, Mock exam, Mock exam window, Students, Closing date, Status, and Actions. A red circle highlights the pencil icon in the Actions column for the first row.

| Booking ID ↓ | Qualification ↑ | Mock exam ↑ | Mock exam window ↑ | Students ↑ | Closing date ↑ | Status ↑ | Actions |
|--------------|-----------------|---|---------------------------|------------|----------------|-----------|---|
| 829 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 1 (12) Reading | 16-Oct-2023 - 23-Oct-2023 | 1 | 14-Oct-2023 | Submitted |  |
| 828 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 2 (22) Directed Writing and Composition | 16-Oct-2023 - 23-Oct-2023 | 3 | 14-Oct-2023 | Submitted |  |
| 824 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 1 (12) Reading | 16-Oct-2023 - 23-Oct-2023 | 4 | 14-Oct-2023 | Submitted |  |
| 823 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 1 (12) Reading | 16-Oct-2023 - 23-Oct-2023 | 1 | 14-Oct-2023 | Submitted |  |

A window will open where you can add or remove students from your booking or change the mock exam window. Selecting **+ Add / Remove students** will take you to the **Edit Booking** screen where you can add or remove students.



The screenshot shows the 'Edit booking' modal window. It contains details for the booking, including the booking ID, source, marking type, mock exam window, closing date, cost per student, number of students, and total cost. Below the details is a 'List of students (1)' table. At the bottom of the modal, there are two buttons: '+ Add / Remove students' and 'Change mock exam window'. A red circle highlights the '+ Add / Remove students' button.

| Booking ID | Qualification | Mock exam | Mock exam window |
|------------|-----------------|---|---------------------------|
| 829 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 1 (12) Reading | 16-Oct-2023 - 23-Oct-2023 |
| 828 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 2 (22) Directed Writing and Composition | 16-Oct-2023 - 23-Oct-2023 |
| 824 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 1 (12) Reading | 16-Oct-2023 - 23-Oct-2023 |
| 823 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 1 (12) Reading | 16-Oct-2023 - 23-Oct-2023 |
| 819 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 1 (12) Reading | 09-Oct-2023 - 16-Oct-2023 |

Cambridge IGCSE - 0500 First Language English June 2022 Paper 1 (12) Reading

| | |
|--------------------------------------|---------------------------|
| Booking ID: | 829 |
| Source: | N/A |
| Marking type: | Examiner marked |
| Mock exam window: | 16-Oct-2023 - 23-Oct-2023 |
| Closing date: | 14-Oct-2023 |
| Cost per student booking: | 14 USD |
| No. of students: | 1 |
| Total cost: | 14 USD |
| Created by: Teacher (BHS001/002/003) | Last updated by: - |
| Created on: 20-Oct-2023, 11:49 | Last updated on: - |

List of students (1)

| Cand. no. | Name |
|-----------|-------------|
| 0603 | Lewis Green |

+ Add / Remove students | Change mock exam window

Booking an exam (continued)

The students already in the booking will have the tick box selected. Deselect the students you wish to remove and select any students you wish to add. Then select **Next step**. You will see a page confirming the booking window. Select **Next step**, check your booking, click to accept the Terms and Conditions and click **Resubmit bookings**.

The screenshot shows the 'Edit Booking' page for Cambridge ICSE - 0500 First Language English June 2022 Paper 1 (12) Reading. The page displays a table of candidates with the following data:

| Candidate no. | Name | Date of birth | Gender |
|-------------------------------------|------|------------------|---------------|
| <input type="checkbox"/> | 8723 | if | Not specified |
| <input type="checkbox"/> | 0905 | David Begum | Male |
| <input type="checkbox"/> | 0901 | Hannah Owen | Female |
| <input type="checkbox"/> | 0904 | Isabel O'Donnell | Female |
| <input type="checkbox"/> | 0902 | Janey Smith | Female |
| <input type="checkbox"/> | 0901 | John Smith | Male |
| <input type="checkbox"/> | 0902 | Kian Bond | Male |
| <input checked="" type="checkbox"/> | 0903 | Lewis Green | Not specified |

At the bottom right, the total cost is 14 USD and a 'Next step' button is visible.

Selecting **Change mock exam window** will take you to the **Choose a mock exam window** screen (shown below with an **Edit Booking** title). Here you can select a different mock exam window. Select **Next step**, check your booking, click to accept the Terms and Conditions and click **Resubmit bookings**.

The screenshot shows the 'Choose a mock exam window' page. The page displays the following information:

- Mock exam window: 16-Oct-2023 - 23-Oct-2023
- Closing date: 14 Oct 2023
- Available spaces: 10
- No. of students: 1
- Total cost: 14 USD

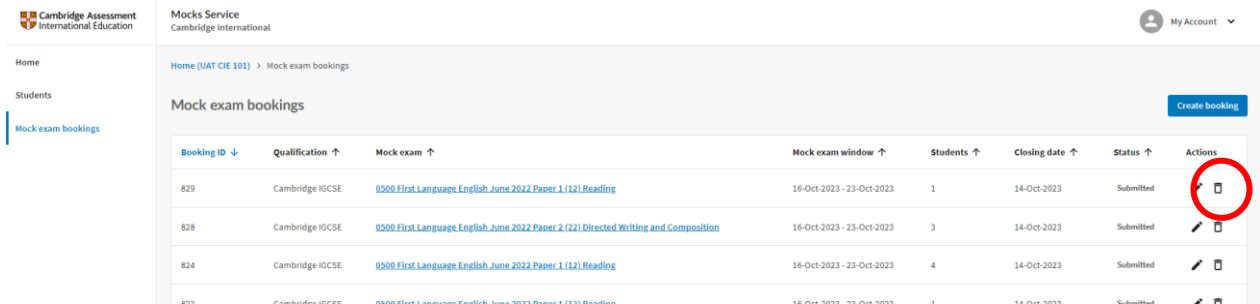
A 'Next step' button is visible at the bottom right.

Booking an exam (continued)








Delete a booking

You can delete any booking with a **Submitted** status.

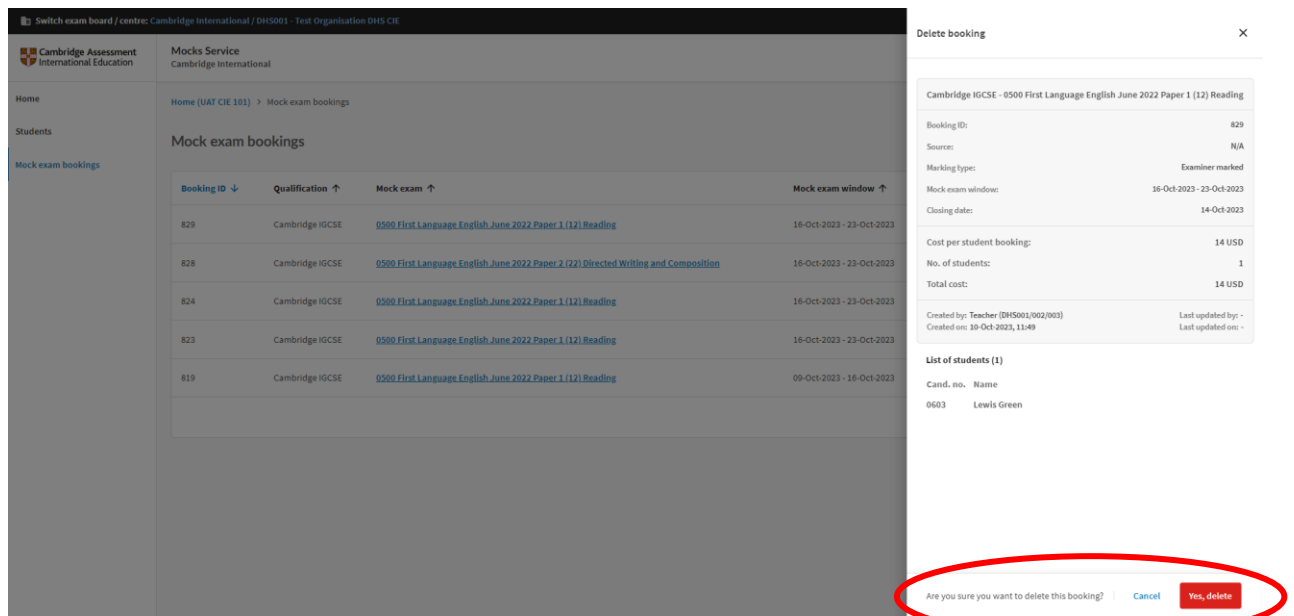
Select the **Trash** icon to delete your booking. A window will open, asking if you are sure you want to delete your booking.



The screenshot shows the 'Mock exam bookings' page. A table lists bookings with columns for Booking ID, Qualification, Mock exam, Mock exam window, Students, Closing date, Status, and Actions. The 'Actions' column for the first row (Booking ID 829) contains a trash can icon, which is circled in red.

| Booking ID ↓ | Qualification ↑ | Mock exam ↑ | Mock exam window ↑ | Students ↑ | Closing date ↑ | Status ↑ | Actions |
|--------------|-----------------|---|---------------------------|------------|----------------|-----------|---|
| 829 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 1 (12) Reading | 16-Oct-2023 - 23-Oct-2023 | 1 | 14-Oct-2023 | Submitted |  |
| 828 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 2 (22) Directed Writing and Composition | 16-Oct-2023 - 23-Oct-2023 | 3 | 14-Oct-2023 | Submitted |   |
| 824 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 1 (12) Reading | 16-Oct-2023 - 23-Oct-2023 | 4 | 14-Oct-2023 | Submitted |   |
| 823 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 1 (12) Reading | 16-Oct-2023 - 23-Oct-2023 | 1 | 14-Oct-2023 | Submitted |   |

Select **Cancel** to return to your booking list in the **Mock exam bookings** screen. Alternatively select **Yes, delete** to delete your booking.



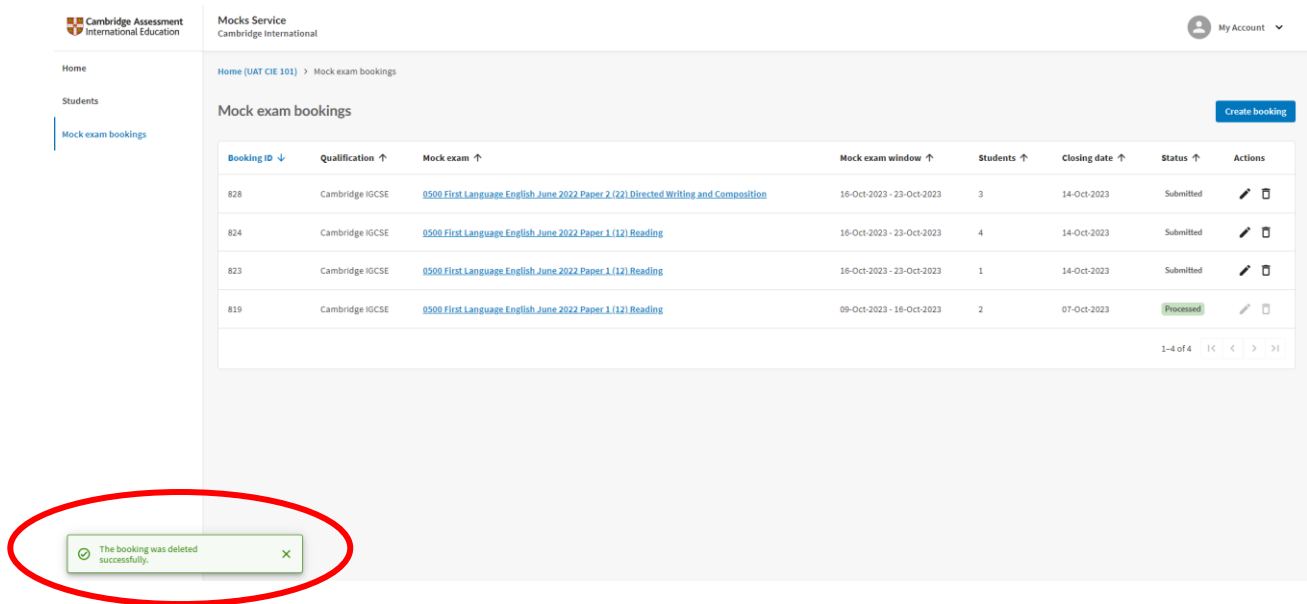
The screenshot shows the 'Delete booking' dialog box. It contains details for the booking: Cambridge IGCSE - 0500 First Language English June 2022 Paper 1 (12) Reading. The dialog asks 'Are you sure you want to delete this booking?' and has two buttons: 'Cancel' and 'Yes, delete'. The 'Yes, delete' button is circled in red.

| Booking ID ↓ | Qualification ↑ | Mock exam ↑ | Mock exam window ↑ |
|--------------|-----------------|---|---------------------------|
| 829 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 1 (12) Reading | 16-Oct-2023 - 23-Oct-2023 |
| 828 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 2 (22) Directed Writing and Composition | 16-Oct-2023 - 23-Oct-2023 |
| 824 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 1 (12) Reading | 16-Oct-2023 - 23-Oct-2023 |
| 823 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 1 (12) Reading | 16-Oct-2023 - 23-Oct-2023 |
| 819 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 1 (12) Reading | 09-Oct-2023 - 16-Oct-2023 |









Are you sure you want to delete this booking? | [Cancel](#) [Yes, delete](#)

Booking an exam (continued)

If you have selected **Yes, delete** you will be taken back to **Mock exam bookings**. You will see a message to confirm that the booking has been deleted, and it will no longer show in your list.



The screenshot displays the 'Mock exam bookings' page in the Cambridge Assessment International Education Mocks Service. The page includes a navigation menu on the left with 'Mock exam bookings' selected. The main content area features a table with the following columns: Booking ID, Qualification, Mock exam, Mock exam window, Students, Closing date, Status, and Actions. The table contains four rows of booking data. A 'Create booking' button is located in the top right corner. At the bottom left, a green notification box with a checkmark icon and a close button (X) displays the message: 'The booking was deleted successfully.'

| Booking ID ↓ | Qualification ↑ | Mock exam ↑ | Mock exam window ↑ | Students ↑ | Closing date ↑ | Status ↑ | Actions |
|--------------|-----------------|---|---------------------------|------------|----------------|-----------|---|
| 828 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 2 (12) Directed Writing and Composition | 16-Oct-2023 - 23-Oct-2023 | 3 | 14-Oct-2023 | Submitted |   |
| 824 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 1 (12) Reading | 16-Oct-2023 - 23-Oct-2023 | 4 | 14-Oct-2023 | Submitted |   |
| 823 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 1 (12) Reading | 16-Oct-2023 - 23-Oct-2023 | 1 | 14-Oct-2023 | Submitted |   |
| 819 | Cambridge IGCSE | 0500 First Language English June 2022 Paper 1 (12) Reading | 09-Oct-2023 - 16-Oct-2023 | 2 | 07-Oct-2023 | Processed |   |

Contact us

If you have any questions, email info@cambridgeinternational.org with 'Digital Mocks Service' in the subject line or call +44 1223 553554. Our Customer Support team is available 24 hours a day, 6 days a week, Sunday to Friday.

Appendix

Accessing the Digital Mocks Service application – instruction for centres in China only

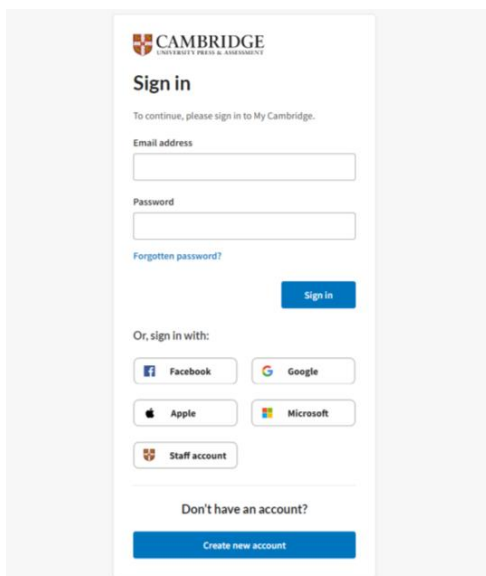
You can book exams in the **Digital Mocks Service** application accessed directly at: <https://booking.digitalexams.cambridge.org>

(Please note this URL is only applicable for centres in China.)

You will have received a separate e-mail from us with details about your account.

Do not use the 'Create new account' button as it will not be linked to your centre.

If you have not received an e-mail from us, first check your spam folder and then contact your exams officer.



Please refer to page 3 [here](#) for further details of how to select a centre

We are committed to making our documents accessible in accordance with the WCAG 2.2 Standard. We are always looking to improve the accessibility of our documents. If you find any problems or think we are not meeting accessibility requirements, contact us at info@cambridgeinternational.org with the subject heading: Digital accessibility. If you need this document in a different format, contact us and supply your name, email address and requirements and we will respond within 15 working days.