

Digital Mocks Service Booking an exam

We have created this user guide to use when booking Digital Mocks Service exams in the Mocks Service application, accessed via your My Cambridge account.

Contents

2
3
4
5
7
9
2
8
9
1
2

Accessing the Mocks Service application

Please note all images shown are examples.

- Bookings for the Digital Mocks Service exams are made via the **Mocks Service** application accessed via **My Cambridge**
- Access My Cambridge via <u>https://sso.cambridge.org/login</u> and log in to your account using your registered e-mail address and password
- 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 haven't received an e-mail with an account, check your spam and then contact your Exams Officer

Sign in	ı			
To continue,	please sign in to I	My Camb	oridge.	
Email addres	55			
Password				
Forgotten pa	ssword?			
Forgotten pa	issword?		Signin	
Forgotten pa	ussword? with:	1	Sign i	
Forgotten pa Or, sign in v	with:	G	Sign in Google	
Or, sign in v	with: ebook	G	Sign it Google Microsoft	
Forgotten pa Or, sign in v Face App	with: ebook	G	Sign it Google Microsoft	
Or, sign in v	with: ebook ff account	G	Sign in Google Microsoft nt?	

On your My Cambridge homepage select the Mocks Service tile by clicking on it.



Selecting centres

Clicking on the **Mock Service** tile in **My Cambridge** will open the homepage of the **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 homepage.

Switch exam board / centre:				
	Mocks Service		В мул	Account 🗸
		Switch exam board / centre		
		Your centre is registered with more than one exam board or you are registered with more than one centre, so you need to select an option below to continue.		
		Cambridge International		
		DHS001 - Test Organisation DHS CIE		
		DHS004 - Test Organization DHS004		
		OCR		
		DHS002 - Test Organisation DHS OCR		
		DHS004 - Test Organization DHS004		
		Save		

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

💼 Switch exam board / centre 🕻	ambridge International / DHS001 - Test Organisation DHS CIE	
Cambridge Assessment	Mocks Service Cambridge International	My Account 🖌
Home	Home (CI July 2024)	
Students Mock exam bookings Mock exam results	Mock Series Please select a mock exam series Active Series	
	Cl Oct 2024 Bookings open on: 01-Jul-2024	• Active Exam start date: 01-Oct-2024 Exam end date: 31-Dec-2024
⑦ Need help - contact us	MOCK CI September 2024 Bookings open on: 01-Jul-2024	• Active Exam start date: 15-Sep-2024 Exam end date: 15-Dec-2024

Select a series

On the homepage you will see all the available mock exam series for which you can book exams.

Switch exam board / centre: Cambridge International / DHS001 - Test Organisation DHS CIE								
Cambridge Assessment International Education	Mocks Service Cambridge International	My Account 🗸						
Home	Home							
Students								
Mock exam bookings	Mock Series Please select a mock exam series							
Mock exam results	Active Series							
	CI Oct 2024	Active						
	Bookings open on: 01-Jul-2024	Exam start date: 01-Oct-2024						
		Exam end date: 31-Dec-2024						
	MOCK CI September 2024	 Active 						
⑦ Need help - contact us	Bookings open on: 01-Jul-2024	Exam start date: 15-Sep-2024						
		Exam end date: 15-Dec-2024						

Once you have selected a series it will become blue, and the side bar menu is enabled (available options are no longer greyed out). This will allow you to add students to the series and make exam bookings.

Switch exam board / centre: Carrier	ambridge International / DHS001 - Test Organisatio	n DHS CIE		
Cambridge Assessment International Education	Mocks Service Cambridge International			My Account 🗸
Home	Home (MOCK CI September 2024)			
Students	Mock Series			
Mock exam bookings	Please select a mock exam series			
Mock exam results	Active Series			
	MOCK CI September 2024	Active	CI Oct 2024	Active
	Bookings open on: 01-Jul-2024	Exam start date: 15-Sep-2024	Bookings open on: 01-Jul-2024	Exam start date: 01-Aug-2024
		Exam end date: 15-Dec-2024		Exam end date: 31-Dec-2024
	CL 1.1.1.2024	Activa		Activo
		• Active	UAT Phase 3.3	• Active
	Bookings open on: 01-Jul-2024	Exam start date: 15-Jul-2024 Exam end date: 31-Dec-2024	Bookings open on: 01-May-2024	Exam start date: 01-Jul-2024 Exam end date: 30-Dec-2024
	UAT Automated Billing Test	• Active	UAT Automated Billing Test - June	• Active

View students

- Select Students from the left-hand menu
- Any students you have previously added to the selected series will be shown in the list
- You can sort the list by clicking on the candidate number or name column header
- The **Number of Bookings** refers to the number of bookings made for that student within the selected series
- If a student is not in a booking, their details can be edited or deleted in the list using the icons under the **Actions** column. Name, gender, DOB and candidate number can be amended and saved by selecting '**Save changes**'.

🗈 Switch exam board / centre: Cambridge International / DHS001 - Test Organisation DHS CIE									
Cambridge Assessment International Education	Mocks Service Cambridge International	Mocks Service Subscription (Cambridge International My Account V							
Home	Home (CI July 2024) > Stu	Home (CI July 2024) > Students							
Students	Students				Add student	Upload students			
Mock exam bookings									
Mock exam results	Candidate no. 个	Name 个	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	/ Ō			
	0037	Alassane Hopson	14-Nov-2009	Female	7	Î			
	0010	Alysa Begam	24-Aug-2006	Female	2	/ Ō			
	0060	Anne Jones	04-Jul-2006	Female	1	/ 0			
	<u>0044</u>	Aviana Brown	08-Sep-2007	Female	9	1			
⑦ Need help - contact us	0038	Ayuba Cobb	19-Mar-2005	Female	5	Î			

- If students are in a booking, click on their candidate number and then click **Edit student**. The student's name, gender and DOB can be amended. To save, select **Save changes**
- Please note, students cannot be deleted if they have exam bookings assigned to them

🗈 Switch exam board / centre: C	Cambridge Internatio	nal / DHS001 - Test Orga	nisation DHS CIE					
Cambridge Assessment International Education	Mocks Service Cambridge Inter	Mocks Service Cambridge International						
Home Students Mock exam bookings	Home (CI July 20 Alanis Han For: CI July 2024	024) > Students > Ala npson	nis Hampson					
Mock exam results	Name: Alanis	s Hampson	Candidate ID: 0070	Date of bir	th: 04-Jul-2006		Gender: Female	
	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	
						1-1 of 1 I <	< > >1	
⑦ Need help - contact us							Edit student	

For any students who are part of a submitted booking you can click on their candidate number to view details of the booking they are in. The screen below will be shown:

Mocks Service O My Account v										
Home (UAT CIE 1	me (UAT CLE 101) > Students > Hannah Owen									
Hannah Ov For: UAT CIE 101	annah Owen									
Name: Hanna	ah Owen	Candidate ID: 0601	Date of birth: 28-Apr-1999		G	Gender: Female				
Booking ID	Qualification	Mock exam	Exam window	No. Students	Booking deadline	Status				
#828	Cambridge IGCSE	0500 First Language English June 2022 Paper 2 (22) 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				
					1-3 of 3	\leftarrow > >1				
						Edit student				
	Mocks Service Cambridge Inter Home (UAT CIE 13 Hannah Our Fort UAT CIE 13 Booking ID #238 #845 #845	Mocks Service Cambridge International Home (UAT CIE 101) > Students > Han Hannah Owen For UAT CIE 101 Name: Hannah Owen Booking ID Qualification #828 Cambridge IGCSE #845 Cambridge IGCSE #845 Cambridge IGCSE	Maccks Service Exminingle International Home (UKT CE 191) > Students > Hannah Owen Hannah Owen For UKT CIE 191 Name: Hannah Owen Eachidate ID: 0001 Name: Hannah Owen Cambridge IOCSE 0500 First Language English June 2022 Paper 2 (22) Directed Writing and Composition 845 Cambridge IOCSE 0500 First Language English June 2022 Paper 1 (12) Reading 824 Cambridge IOCSE 0500 First Language English June 2022 Paper 1 (12) Reading	Marcial Service Embridge International Neuron (UKT CEI 101) > Students > Hannah Owen Hannah Owen For UKT CEI 1013 Immer (UKT CEI 101) > Students > Hannah Owen Immer (UKT CEI 101) > Students > Hannah Owen Immer (UKT CEI 101) > Students > Hannah Owen Immer (UKT CEI 101) > Students > Gandidate ID:0001 Immer (UKT CEI 101) > Students > Obso First Language English June 2022 Paper 2 (22) Directed Withing and Composition Immer (UKT CEI 101) > Students > Gisso First Language English June 2022 Paper 1 (12) Reading Immer (UKT CEI 101) > Students > Gisso First Language English June 2022 Paper 1 (12) Reading Immer (UKT CEI 101) > Students > Gisso First Language English June 2022 Paper 1 (12) Reading Immer (UKT CEI 101) > Students > Gisso First Language English June 2022 Paper 1 (12) Reading Immer (UKT CEI 101) > Students > Gisso First Language English June 2022 Paper 1 (12) Reading Immer (UKT CEI 101) > Students > Gisso First Language English June 2022 Paper 1 (12) Reading Immer (UKT CEI 101) > Students > Gisso First Language English June 2022 Paper 1 (12) Reading Immer (UKT CEI 101) > Students > Gisso First Language English June 2022 Paper 1 (12) Reading Immer (UKT CEI 101) > Students > Gisso First Language English June 2022 Paper 1 (12) Reading Immer (UKT CEI 101) > Students > Gisso First Language English June 2022 Paper 1 (12) Reading Immer (UKT CEI 101) > Student > Gisso First Language English June 2022 Paper 1 (12) Readin	Models Bervice Structures > Hammah Owen Hammah Owen Structures > Hammah Owen Structures	Models Service Bundle CERTIS / Structeris > Hannahl Oven Enr LAT CEE Lass Candidate ID: 0001 Date of birth: 2: Apo: 1990 Cession of Resisting of Resisting of Godde Cession of Rinst Language English June 2022 Paper 2 (22) Directed Witting and Composition Resisting of Resisting of Resisting of Godde Cession of Rinst Language English June 2022 Paper 2 (22) Directed Witting and Composition Resisting of Resisting of Resisting of Godde Cession of Rinst Language English June 2022 Paper 2 (22) Directed Witting and Composition Resisting of Resisting of Resisting of Godde Cession of Rinst Language English June 2022 Paper 1 (12) Reading Centro Cession of Rinst Anguage English June 2022 Paper 1 (12) Reading Locie 2023 - 23 Oct 2023 4 Hock 2023 1				

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

Add students - manually

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

🗈 Switch exam board / centre: Cambridge International / DHS001 - Test Organisation DHS CIE								
Cambridge Assessment International Education	Mocks Service Cambridge International	Mocks Service Cambridge International						~
Home	Home (MOCK CI Septembe	r 2024) > Students						
Students	Students					Add student	Upload studen	its
Mock exam bookings								
Mock exam results	Candidate no. 个	Name 个	Date	e of birth	Gender	Number of Bookings	Actions	
	0002	B Smith			Not specified	1	/ 1	ĵ
	0003	C Smith			Not specified	1	/ 1	ĵ
	0004	D Smith			Not specified	1		ĵ

- This will open a window on the right-hand side of the screen for you to add the student details manually
- Enter the full student's name and individual candidate number: if the student has been entered for an upcoming live exam series and they have been issued a candidate number for this, use this number here, otherwise input a 4-digit number (range of 0001 to 9999) that is unique to the candidate for the selected mock exam series
- Gender and date of birth are optional. If you choose to enter a date of birth, please ensure it is added in the correct format (dd-mm-yyyy or dd/mm/yyyy)
- After you have entered the information select Add student

Switch exam board / centre: Ca	ambridge International / DHS001 - Test O	rganisation DHS CIE			Add student		×
Cambridge Assessment International Education	Mocks Service Cambridge International				Name		
Home	Home (UAT CIE 101) > Students				Test User	Gender • Female Male Not specified	
Students	Students				Candidate no.*	Date of birth	
Mock exam bookings	Canadidate una 🔿	Nume A	Data of birth	Canadara	1234	05/09/2010	
	Candidate no1-	wante 1	Date of birth	Genuer			
	6723	d		Not specified			
	0605	David Begum	27-Feb-1990	Male			
	0601	Hannah Owen	28-Apr-1999	Female			
	0604	Isabel O'Donnell	18-Jan-2001	Female			
	0002	Jenny Smith	01-Feb-2021	Female			
	0001	John Smith	01-Feb-2020	Male			
	0602	Kian Bond	27-May-1976	Male			
	0603	Lewis Green		Not specified			
						\sim	
						Cancel Add student	t

You will be shown a success message, and the form will be cleared ready for you to enter the next student if you wish. When you are finished adding students, you can close the **Add student** window by selecting the **X** symbol or by selecting **Cancel.** You will then be shown the **Students** page where you will be able to view the details you have entered.

Cambridge Assessment International Education	Mocks Service Cambridge International				Add student	×
Home	Home (November 2022) > Stu	idents			Name*	Gender *
Students	Students				Insert name	Female Male Not specified
Mock exam bookings	Candidate no. 🛧	Name 1	Date of birth	Gender	Candidate no.*	Date of birth
					Insert no.	dd/mm/yyyy
	1000	34567	08-11-2020	Not specified	C The student was added su	creasfully
	0252	Abel McLeod	01-03-2007	Male	You can now add another o	ne. Alternatively you can close this window.
	0003	Ali Smith		Female		
	0004	814		Not specified		
	0253	Greger 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	Joaquín Michel	03-01-2022	Male		Cancel Add student

Add multiple students - upload template

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

Cambridge Assessment International Education	Mocks Service Cambridge International				My Account v
Home Students	Home (November 2022) > Stu Students	udents			Add student
Mock exam bookings	Candidate no. ↑	Name 个	Date of birth	Gender	Actions
	1000	34567	08-11-2020	Not specified	/ 0
	0252	Abel McLeod	01-03-2007	Male	/ 0
	0003	Ali Smith		Female	/ 8
	0004	BI4		Not specified	/ 8
	0253	Greger Van Hout	01-04-2007	Male	/ 0
	0000	J Smith		Not specified	/ 8
	0002	Jane Smith	12-12-2000	Not specified	/ 🗇

Selecting this button opens the **Upload students** screen. Here you can **download the template file** (CSV) to populate with your students' details. Once completed, you can upload back into the application.

Cambridge Assessment International Education	Mocks Service Cambridge International Ay Account
Home	Home (November 2022) > Students > Upload
Students	Upload students
Mock exam bookings	Drag and drop your file here to upload or <u>select from your computer</u> Before uploading please check that your file has the same structure as the template file and the content does not break the following rules.
	Supported file types: .CSV Download the template file

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

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

Example file with columns expanded and mandatory data added.

	А	В	с	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 **Mocks Service** application or alternatively 'browse to' and select the file on your computer.

Cambridge Assessment	Mocks Service Cambridge International	B My Account v
Home Students	Home (November 2022) > Students > Upload Upload students	
	Drag and drop your file here to upload or select from your computer Refore uploading please check that your file has the same structure as the template file and the content does not break the following rules. Supported file types: .59/	
	Download the template file	

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

Cambridge Assessment	Mocks Service Cambridge International
Home	Home (November 2022) > Students > Upload
Students	Upload students
Mock exam bookings	
	Selected file: Upload Students Template.csv 🗙
	Start upload
	Download the template file

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

Cambridge Assessment	Mocks Service Cambridge International	🙁 My Account 👻
Home	Home (November 2022) > Students > Upload	
Students	Upload students	
MOCK EXAM BOOKINGS	Selected file: Upload Students Templata.csv X Start upload	
	Download the template file	
	None of the student records have been uploaded Error found on row 2: Date of birth is invalid for Jenni Student Please fix this error and upload your file again	×

Once the file has been uploaded successfully you will be presented with a success message.

Cambridge Assessment International Education	Mocks Service Cambridge International	My Account v
Home	Home (November 2022) > Students > Upload	
Students	Upload students	
Mock exam bookings		
	٤	
	Drag and drop your file here to upload or <u>select from your computer</u>	
	Before uploading please check that your file has the same structure as the template file and the content does not break the following rules.	
	Supported file types: .CSV	
	Download the template file	
	The students were uploaded successfully.	

You can view your added students by going to the Students screen.

Create a booking

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

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

Cambridge Assessment	Mocks Service Cambridge Internation	onal					8	My Accour	nt 🗸
Home Students	Home (UAT CIE 101) Mock exam b	> Mock exam bookings						Create 8	bookin
lock exam bookings	Booking ID 🗸	Qualification ↑	Mock exam ↑	Mock exam window 个	Students ↑	Closing date ↑	Status ↑	Actio	ns
	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	1	٥
	824	Cambridge IGCSE	0500 First Language English June 2022 Paper 1.(12) Reading	16-Oct-2023 - 23-Oct-2023	4	14-0ct-2023	Submitted	1	Ō
	823	Cambridge IGCSE	0500 First Language English June 2022 Paper 1.(12) Reading	16-Oct-2023 - 23-Oct-2023	1	14-Oct-2023	Submitted	1	٥
	819	Cambridge IGCSE	0500 First Language English June 2022 Paper 1.(12) Reading	09-Oct-2023 - 16-Oct-2023	2	07-0ct-2023	Processed	1	õ
							1-4 of 4		>

Each booking made is for a number of selected students sitting a single mock exam within a single 7-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 IGCSE English First Language Paper 1 within the mock exam window starting 30th January 2025
- 20 students sitting IGCSE English First Language Paper 1 within the mock exam window starting 6th February 2025
- 20 students sitting IGCSE English First Language Paper 2 within the mock exam window starting 30th 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.

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) ensuring 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.

💼 Switch exam board / centre: C	ambridge International	/ DHS001 - Test Organisa	ation DHS CIE						
Cambridge Assessment International Education	Mocks Service Cambridge Internati	ional					Вму	Accoun	t 🗸
Home	Home (MOCK CI Sep	tember 2024) > Nock e	exam bookings						
Students	Mock exam b	pookings				\frown		create bo	ooking
Mock exam bookings	Booking ID ↓	Qualification ↑	Mock exam ↑	Mock exam window ↑	Students ↑	Closing date ↑	Status ↑	Act	ions
ck exam results	1420	Cambridge IGCSE	Accounting Paper 1	28-Sep-2024 - 03-Oct-2024	21	27-Sep-2024	Submitted	0	ô
	1081	Cambridge IGCSE	P1 0452 01 Testlet	23-Sep-2024 - 27-Sep-2024	5	22-Sep-2024	Processed	1	Ô
							1-2 of 2 I <	< >	>1

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

🗈 Switch exam board / centre: C	ambridge 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	
Students	Create booking	
Mock exam bookings	Cambridge IGCSE	
ck exam results	Accounting 0452	

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 paperbased 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: C	ambridge 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 > Select mock exam	
Mock exam bookings	Create booking For: Cambridge IGCSE - Accounting	
ck exam results	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: C	ambridge International / DHS0	101 - Test Organisation DHS CIE				
Cambridge Assessment International Education	Mocks Service Cambridge International		My Account 🗸			
Home	me Home (UAT CIE 101) > Mock exam bookings > Select subject > Select mock exam > Select students					
Students Mock exam bookings	Create booking For: Cambridge IGCSE - 0500 F					
	Candidate no.	Name 🛧	Date of birth	Gender		
	6723	d		Not specified		
	0605	David Begum	27-Feb-1990	Male		
	0601	Hannah Owen	28-Apr-1999	Female		
	0604	Isabel O'Donnell	18-Jan-2001	Female	No students selected Selected students will be displayed here	
	0002	Jenny Smith	01-Feb-2021	Female		
	0001	John Smith	01-Feb-2020	Male		
	0602	Kian Bond	27-May-1976	Male		

You can select all or individual students to add to the exam. Once selected they will show on the right-hand side of the screen and total cost of the booking is calculated. Your centre or it's associate will be invoiced after the exam window has finished.

B) Switch exam baset / centers: Candeldge international / DISSOI - Test Organization DISS CII										
Cambridge Assessme	ent on	Mocks Cambrie	Service dge International		🙆 My Account 👻					
Home Students	_	Select all students Select students Select students								
Mock exam bookings		For: Cam	bridge IGCSE - 0500 Fi	irst Language English June 2022 Paper 1 (1)	2) Reading			0605	u David Begum	
· · · · · · · · · · · · · · · · · · ·	ndidate 🛧 Name 🔨		Date of birth		Gender	0601	Hannah Owen			
		-	J					0604	Isabel O'Donnell	
			6723	d			Not	0002	Jenny Smith	
							spectred	0001	John Smith	
		\checkmark	0605	David Begum		27-Feb-1990	Male	0602	Klan Bond	
			0601	Hannah Owen		28-Apr-1999	Female	0603	Lewis Green	
		\checkmark	0604	Isabel O'Donnell		18-Jan-2001	Female			
			0002	Jenny Smith		01-Feb-2021	Female			
			0001	John Smith		01-Feb-2020	Male			

	Cambridge Assessment International Education	Mocks Cambrid	Service dge International				e	My Account
	Home	Home (I	UAT CIE 101) > Mo	ck exam bookings > Select subject > Select mock exam > Select stude	ints		Selected students	is (2)
	Students	Creat	te booking				Cand. no. Name	e
	Mock exam bookings	For: Cam	bridge IGCSE - 0500 Fi	ist Language English June 2022 Paper 1 (12) Reading			0601 Hanna	ah Owen
	1		Candidate 1	Name 🛧	Date of birth	Gender	5001	511101
			6723	d		Not specified		
		-	0605	David Begum	27-Feb-1990	Маle		
Click to	o select		060	Hannah Owen	28-Apr-1999	Female		
mumuua	li students		604	Isabel O'Donnell	18-Jan-2001	Female		
			0002	Jenny Smith	01-Feb-2021	Female		
			0001	John Smith	01-Feb-2020	Маle		
			0602	Kian Bond	27-May-1976	Маle		
			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 the mock exam window in which to take your exam 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	My Account 🗸
Home	Home (UAT CIE 101) > Mock exam bookings > Select subject > Select muck exam > Select students > Schedule mock exam	
Students Mock exam bookings	Create booking For Control (SCSE - 0000 First Language English June 2022 Paper 1 (12) Reading Choose a mock exam window	
(Select mock exam window Austable spaces: No. of students: Total cost: 2 28 USD	Next step
	16-0ct-2023-23-0ct-2023 available spaces: 10	

You are prevented from being able to mistakenly double book students for the same mock exam and window. If this occurs a warning message is presented after selecting the exam window.

Cambridge Assessment International Education	Mocks Service Cambridge International	My Account 🖌
Home	Home (UAT CIE 101) > Mock exam bookings > Select subject > Select mock exam > Select students > Schedule mock exam	
Students	Create booking For: Cambridge IGCSE - 0900 First Language English June 2022 Paper 1 (12) Reading	
Nock Claim bookings	Choose a mock exam window	
	16-Oct 2023_23_20-04-34140 Costing date: Available spaces: No. of studests: Total cost: 14-Oct 2023_23_20-04-34140 14-Oct 2023 10 2 28 USD	Next step
	Double booking Some of the selected students are already booked for the same mock exam and window on another booking. <u>View duplicate students</u>	

You can select "View duplicate entries" and this will open a window where you can remove the duplicate bookings from the in-progress booking. Review the information presented and select "I understand" to enable the button to automatically remove the duplicate students from the booking. You can also select cancel to return to the exam window selection screen.

vindow, Cambr June 2022 Pape on a different be	idge IGCSE-0500 er 1 (12) Reading, poking:	First Language English 16-Oct-2023 - 23-Oct-2023
Candidate no.	Name	Added by
0601	Hannah Owen	Teacher (DHS001/002/003)
0001	John Smith	Exam Officer CIE
n order to prev rindow, they w / I understar	ent duplicate stud The removed from Id	ent entries for this booking n this booking.

Once you have selected a window and removed any duplicate bookings, the window closing date is shown together with the number of available spaces, the number of students you are booking for and confirmation of the cost.

Check the details and select the Next step button.

Cambridge Assessment	Mocks Service Cambridge International								
Home	Home (UAT CIE 101) > Mockesam bookings > Select subject > Select mock exam > Select students > Schedule mock exam								
Students Mock exam bookings	Create booking For Cambridge KCSE: -000 First Language English June 2022 Paper 1 (12) Reading Choose a mock exam window								
	Description Cosing date: Anallable spaces: No. of shadeeth: Total cost: 16-Oct-2023-22-Oct-2023 10 3 42 USD	Next step							

The booking confirmation screen will show. Review your booking and download the Terms and Conditions from the link. Having read the Terms and Conditions, acknowledge you accept them by selecting the tick box. The **Submit bookings** button is enabled.

Cambridge Assessment International Education	Mocks Service Cambridge International			🙆 My Account 🐱
Home Students Mock exam bookings	Home (UAT CIE 101) > Mock exam bookings > Sel Create booking For: Cambridge IGCSE - 0500 First Language English June 20	ct subject > Select mock exam > Select students > : 22 Paper 1 (12) Reading	Schedule mock exam > Submit booking	
		You are about to sub Cambridge IGCSE - 0500 First Language f Mock exam window: 16-0ct-2023 - 23-00	mit bookings for: inglish June 2022 Paper 1 (12) Reading 2023 Closing date: 14-0d: 3023	Selected students [3] Cand. no. Name 6723 d 06602 Klan Bond 0603 Lewis Green
		Cost Per student booking No. of students Total I have read and agree with Submit bo	14 USD 3 A2 USD h the <u>Terms and Conditions</u> okings	

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

Switch exam board / centre: C	ambridge International / DH5001 - Test Organisation DHS CIE					
Cambridge Assessment International Education	Mocks Service Cambridge International				В му	
Home	Home (UAT CIE 101) > Mock exam bookings > 829					
Students					Selected students (1)	
Mock exam bookings		\bigcirc			Cand. no. Name	
	Congratulations					
	Cambridge Booking II	You've submitted book IGCSE - 0500 First Language Englis D: 829 Mock exam window: 16-0ct-2023 - 23	ings for: h June 2022 Paper 1 (12) Reading -Oct-2023 Closing date: 14-Oct-2023			
		Cost				
		Per student booking	14 USD			
		No. of students Total	1 14 USD			
		You can edit this booking's details	until 14-Oct-2023			
		View bookings lis	at .			

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

Separate instructions will be provided on how to deliver the exam in the exam delivery system at a later date, usually by e-mail in the week before the first exam window you have booked. Alternatively, you can use the "Delivering Exams" user guide.

Review bookings

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

Cambridge Assessment International Education	Mocks Service Cambridge Internation	onal					8	My Account 🖌		
Home	Home (UAT CIE 101)	> Mock exam bookings								
Students Mock exam bookings	Mock exam bookings									
1	Booking ID \downarrow	Qualification ↑	Mock exam	Mock exam window 个	Students ↑	Closing date 个	Status 个	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	/ 0		
	828	Cambridge IGCSE	0500 First tangent	16-Oct-2023 - 23-Oct-2023	3	14-0ct-2023	Submitted	/ 0		
	824	Cambridge IGCSE	0500 First Language English June 2022 Paper 1.(12) Reading	16-Oct-2023 - 23-Oct-2023	4	14-Oct-2023	Submitted	/ 0		
	823	Cambridge IGCSE	0500 First Language English June 2022 Paper 1.(12) Reading	16-Oct-2023 - 23-Oct-2023	1	14-0 ct-2023	Submitted	/ 0		
	819	Cambridge IGCSE	0500 First Language English June 2022 Paper 1 (12) Reading	09-Oct-2023 - 16-Oct-2023	2	07-Oct-2023	Processed	/ 0		
							1-5 of 5	< > >I		

A window will open to view booking information.

Switch exam board / centre: 0		View booking	×			
Cambridge Assessment International Education	Mocks Service Cambridge Internation	onal			VIEW SOOKING	N .
Home	Home (UAT CIE 101)	> Mock exam bookings		Cambridge IGCSE - 0500 First Language Engli	sh June 2022 Paper 1 (12) Reading	
Students Mock exam bookings	Mock exam b	ookings			Booking ID: Source: Marking type:	829 N/A Examiner marked
	Booking ID 🕹	Qualification 个	Mock exam 🛧	Mock exam window 个	Mock exam window:	16-Oct-2023 - 23-Oct-2023
	829	Cambridge IGCSE	0500 First Language English June 2022 Paper 1 (12) Reading	16-Oct-2023 - 23-Oct-2023	Closing date:	14-Oct-2023
	828	Cambridge IGCSE	0500 First Language English June 2022 Paper 2 (22) Directed Writing and Composition	18-Oct-2023 - 23-Oct-2023	Cost per student booking: No. of students: Total cost:	14 USD 1 14 USD
	824	Cambridge IGCSE	0500 First Language English June 2022 Paper 1 (12) Reading	16-Oct-2023 - 23-Oct-2023	Created by: Teacher (DHS001/002/003)	Last undated by -
	823	Cambridge IGCSE	0500 First Language English June 2022 Paper 1 (12) Reading	16-Oct-2023 - 23-Oct-2023	Created on: 10-Oct-2023, 11:49	Last updated on: -
	819	Cambridge IGCSE	0500 First Language English June 2022 Paper 1 (12) Reading	09-Oct-2023 - 16-Oct-2023	Cand. no. Name	
					0603 Lewis Green	

Amend a booking

You can make amendments to any bookings that are still at **Submitted** status. We recommend any changes are made well before the booking closing date.

Please note 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 in the Mocks Service application.

Select the pencil icon to amend your booking.

Cambridge Assessment International Education	Mocks Service Cambridge Internation	onal					8	My Account 💙
Home	Home (UAT CIE 101)	> Mock exam bookings						
Students Mock exam bookings	Mock exam b	ookings						Create booking
	Booking ID 🔱	Qualification ↑	Mock exam 🛧	Mock exam window 个	Students ↑	Closing date 🛧	actus 🛧	Actions
	829	Cambridge IGCSE	0500 First Language English June 2022 Paper 1 (12) Reading	16-Oct-2023 - 23-Oct-2023	1	14-0 ct-2023	Submitted	10
	828	Cambridge IGCSE	0500 First Language English June 2022 Paper 2 (22) Directed Writing and Composition	16-Oct-2023 - 23-Oct-2023	3	14-0 ct-2023	Submitted	
	824	Cambridge IGCSE	0500 First Language English June 2022 Paper 1 (12) Reading	16-Oct-2023 - 23-Oct-2023	4	14-0 ct-2023	Submitted	/ 0
	823	Cambridge IGCSE	0500 First Language English June 2022 Paper 1 (12) Reading	16-Oct-2023 - 23-Oct-2023	1	14-0 ct-2023	Submitted	10

A window will open where you are able to 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.

Switch exam board / centre: C	ambridge International /	DHS001 - Test Organisatio	In DHS CIE		Edit hooking	×
Cambridge Assessment International Education	Mocks Service Cambridge Internation					
Home	Home (UAT CIE 101)	Mock exam bookings		Cambridge IGCSE - 0500 First Language Englis	h June 2022 Paper 1 (12) Reading	
Students Mock exam bookings	Mock exam b	ookings			Booking ID: Source: Marking type:	829 N/A Examiner marked
	Booking ID ψ	Qualification ↑	Mock exam 🔨	Mock exam window 个	Mock exam window:	16-Oct-2023 - 23-Oct-2023
	829	Cambridge IGCSE	0500 First Language English June 2022 Paper 1 (12) Reading	16-Oct-2023 - 23-Oct-2023	Closing date:	14-Oct-2023
	828	Cambridge IGCSE	0500 First Language English June 2022 Paper 2 (22) Directed Writing and Composition	16-Oct-2023 - 23-Oct-2023	Cost per student booking: No. of students:	14 USD 1
	824	Cambridge IGCSE	0500 First Language English June 2022 Paper 1 (12) Reading	16-Oct-2023 - 23-Oct-2023	Crashed by: Teacher (DHS001/002/003)	Last undated by:
	823	Cambridge IGCSE	0500 First Language English June 2022 Paper 1 (12) Reading	16-Oct-2023 - 23-Oct-2023	Created on: 10-Oct-2023, 11:49	Last updated on: -
	819	Cambridge IGCSE	0200 First Language. English. June 2022. Paper 1 (121. Reading	09-Oct-2023 - 16-Oct-2023	List of students (1) Cand. no. Name 0603 Lewis Green	
					+ Add / Remove students	Change mock exam window

The students already in the booking will have the tick box selected. Use the tick boxes to deselect the students you wish to remove and tick to select the students you wish to add then select **Next Step.** A page confirming the booking window will follow. You can then select **Next Step,** check your booking, click to accept Terms and Conditions and **Resubmit bookings**.

Cambridge Assessment International Education	Mocks Service Cambridge International						🕒 Ny Account 👻
Home Students Mock exam bookings	Home (Selected students (1) Cand. no. Name 0603 Lewis Green					
	= :	Candidate 🛧	Name 🛧	Date of birth Gender			
		6723	d			Not specified	
		0605	David Begum	27-Feb-1990		Male	
		0601	Hannah Owen	28-8pr-1989		Female	
		0604	isabel O'Donnell	18-Jan-2001		Female	
		0002	Jenty Smith	01-Feb-2021		Female	
		0001	John Smith	01-Feb-2020		Male	
		0602	Rian Bond	27-May-1976		Male	
		0603	Lewis Green			Not specified	
					1-8 of 8 1< <		
							Total: 14 USD Next step

Selecting **Change mock exam window** will take you to the **Choose a mock exam window** screen (now showing with an **Edit Booking** title) where you can select a different mock exam window. You can then the select **Next Step**, check your booking, click to accept Terms and Conditions and **Resubmit bookings**.

Cambridge Assessment	Macks Service Cambridge International						
Home	Home (UAT CIE 101) > Mock exam bookings > Select students > Schedule mock exam						
Students Mock exam bookings	Edit 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: 1	Total cost: 14 USD	Next step	

Delete a booking

You can delete any booking that is still at the **Submitted** status.

Select the trash icon to delete your booking. A window will open where you are asked if you are sure you want to delete your booking.

Cambridge Assessment International Education	Mocks Service Cambridge International							
Home Students Mock exam bookings	Home (UAT CIE 101) > Mock exam bookings Mock exam bookings							Create booking
	Booking ID 🔸	Qualification 个	Mock exam 🛧	Mock exam window 个	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	14-0 ct-2023	Submitted	(0
	828	Cambridge IGCSE	0500 First Language English June 2022 Paper 2 (22) Directed Writing and Composition	16-Oct-2023 - 23-Oct-2023	3	14-0ct-2023	Submitted	/ 0
	824	Cambridge IGCSE	0500 First Language English June 2022 Paper 1 (12) Reading	16-Oct-2023 - 23-Oct-2023	4	14-0ct-2023	Submitted	/ 0
	873	Combridge ISCSE	0500 Eirct I somuse Englich June 2022 Daner 1 /12\ Dearling	16-0-t-2022 - 23-0-t-2022	1	14-071-2023	Submitted	2.0

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

Cambridge Assessment International Education	Mocks Service Cambridge Internati	onal				
ome	Home (UAT CIE 101)	> Mock exam bookings	Cambridge IGCSE - 0500 First Language English June 2022 Paper 1 (12)			
udents ock exam bookings	Mock exam b	oookings	Booking ID: Source: Marking brogs	825 N/A		
	Booking ID 🕹	Qualification ↑	Mock exam 个	Mock exam window 🛧	Mock exam window:	16-Oct-2023 - 23-Oct-2023
	829	Cambridge IGCSE	0500 First Language English June 2022 Paper 1 (12) Reading	16-Oct-2023 - 23-Oct-2023	Closing date:	14-Oct-2023
	828	Cambridge IGCSE	0500 First Language English June 2022 Paper 2 (22) Directed Writing and Composition	16-Oct-2023 - 23-Oct-2023	No. of students:	14050
	824	Cambridge IGCSE	0500 First Language English June 2022 Paper 1 (12) Reading	16-Oct-2023 - 23-Oct-2023	Total cost: Created by: Teacher (DHS001/002/003)	14 USI Last updated by:
	823	Cambridge IGCSE	0500 First Language English June 2022 Paper 1 (12) Reading	16-Oct-2023 - 23-Oct-2023	Created on: 10-Oct-2023, 11:49	Last updated on:
	819	Cambridge IGCSE	0500 First Language English Anne 2022 Paper 1 (12) Reading	09-Oct-2023 - 16-Oct-2023	List of students (1) Cand. no. Name 0603 Lewis Green	
					Are you give you want to delate this booking?	Concel Ves delete

If you have selected **Yes, delete** you will be taken back to your Mock exam bookings, a message will show to confirm successful deletion of the booking, and it will no longer show on your list.

Cambridge Assessment International Education	Mocks Service Cambridge International							
Home Students	Home (UAT CIE 101) > Mock exam bookings Mock exam bookings							
Mock exam bookings	Booking ID \downarrow	Qualification 个	Mock exam 个	Mock exam window ↑	Students ↑	Closing date 个	Status ↑	Actions
	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	/ 0
	824	Cambridge IGCSE	0500 First Language English June 2022 Paper 1 (12) Reading	16-Oct-2023 - 23-Oct-2023	4	14-Oct-2023	Submitted	/ 0
	823	Cambridge IGCSE	0500 First Language English June 2022 Paper 1 (12) Reading	16-Oct-2023 - 23-Oct-2023	1	14-Oct-2023	Submitted	/ 0
	819	Cambridge IGCSE	0500 First Language English June 2022 Paper 1 (12) Reading	09-Oct-2023 - 16-Oct-2023	2	07-Oct-2023	Processed	/ 0
							1-4 of 4	
The booking was deleted successfully.	×							

Further help

If you require further assistance, please contact Cambridge University Press & Assessment and not RM directly.

If you need help, please contact our Customer Support Centre

info@cambridgeinternational.org

+44 1223 553554

Please reference Digital Mocks Service in your email title

Our Customer Support team is available 24 hours a day, six days a week, from Sunday 00:00 UTC* to Friday 23:59 UTC (closed on Saturday).

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

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