



## Digital Mocks Service

### Booking an exam

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

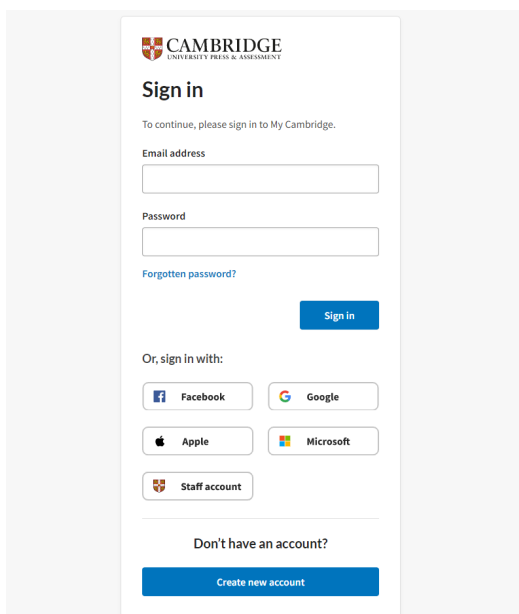
## Contents

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
Further help .....	22

## Accessing the Mocks Service application

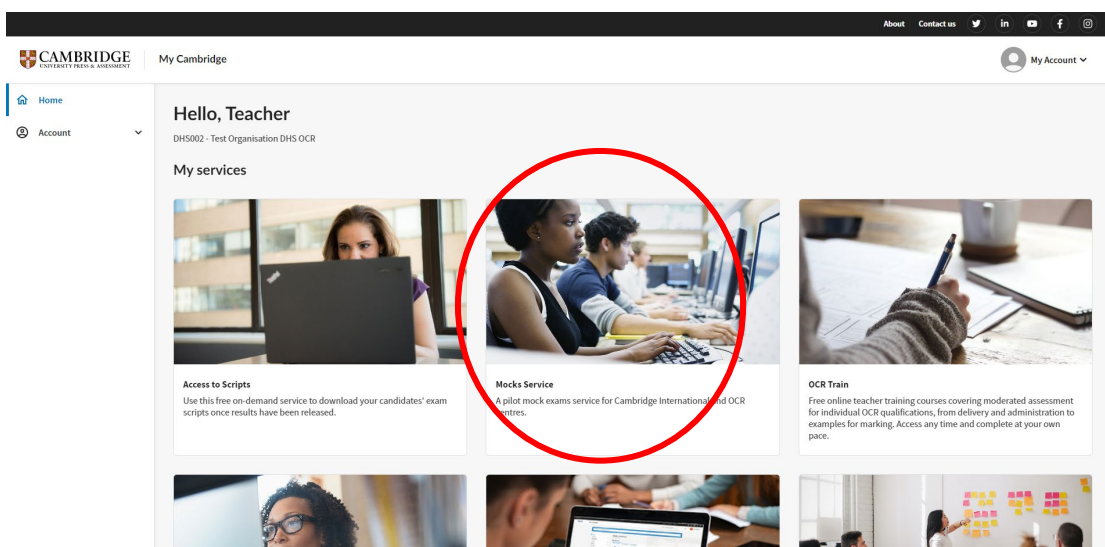
Please note all images shown are examples.

- Bookings for the Digital Mocks Service exams are made via the **Mocks Service** application accessed via **My Cambridge**
- Access **My Cambridge** via <https://sso.cambridge.org/login> 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



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

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

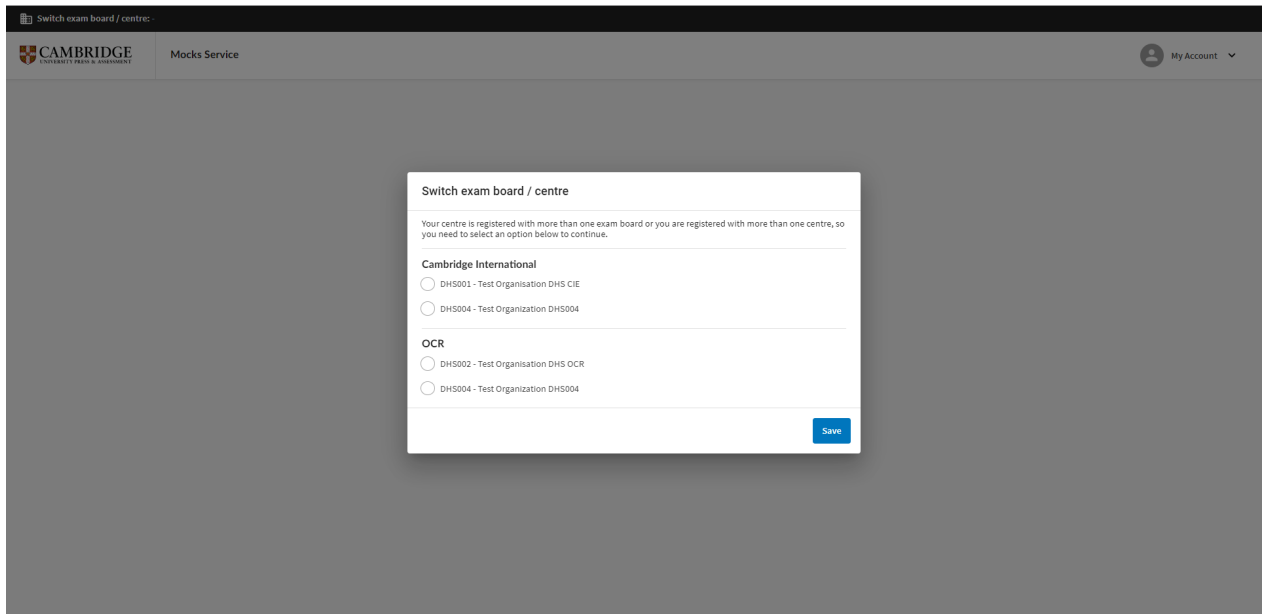


The screenshot displays the My Cambridge homepage. At the top, there is a navigation bar with 'About', 'Contact us', and social media icons. Below this is the Cambridge logo and 'My Cambridge' text. A 'My Account' dropdown menu is visible in the top right. The main content area features a 'Hello, Teacher' greeting and 'My services' section. Three service tiles are shown: 'Access to Scripts', 'Mocks Service', and 'OCR Train'. The 'Mocks Service' tile is circled in red. Below these are three more partial tiles. The 'Mocks Service' tile description reads: 'A pilot mock exams service for Cambridge International and OCR centres.'

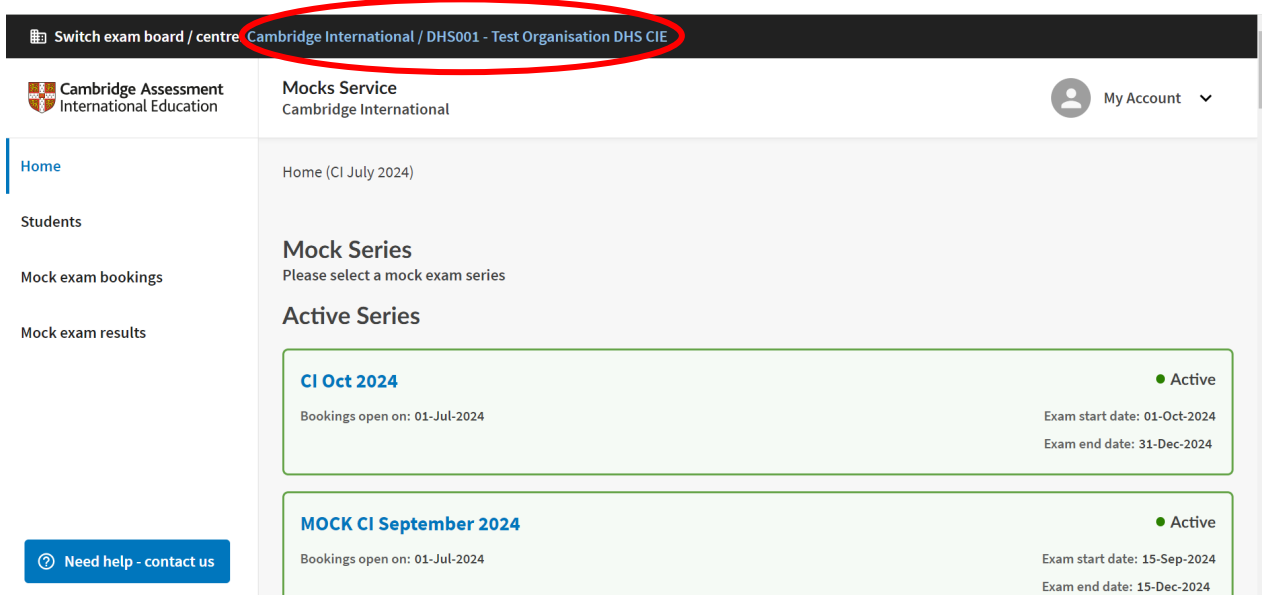
## Selecting centres

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.



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.



## 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

Students

Mock exam bookings

Mock exam results

Need help - contact us

Mock Series  
Please select a mock exam series

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  
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: Cambridge International / DHS001 - Test Organisation DHS CIE

Cambridge Assessment International Education

Mocks Service  
Cambridge International

My Account

Home (MOCK CI September 2024)

Students

Mock exam bookings

Mock exam results

Mock Series  
Please select a mock exam series

Active Series

**MOCK CI September 2024** ● Active  
Bookings open on: 01-Jul-2024  
Exam start date: 15-Sep-2024  
Exam end date: 15-Dec-2024

**CI Oct 2024** ● Active  
Bookings open on: 01-Jul-2024  
Exam start date: 01-Aug-2024  
Exam end date: 31-Dec-2024

**CI July 2024** ● Active  
Bookings open on: 01-Jul-2024  
Exam start date: 15-Jul-2024  
Exam end date: 31-Dec-2024

**UAT Phase 3.3** ● Active  
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
- Student details in the list can be edited (pencil) or deleted (bin) using the icons under the **Actions** column if they are not in a booking; name, gender, DOB and candidate number can be amended then click **Save changes**

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

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

Home | **Students** | Mock exam bookings | Mock exam results

Need help - contact us

Home (CI July 2024) > Students

Students Add student Upload students

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

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

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

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

Home | **Students** | Mock exam bookings | Mock exam results

Need help - contact us

Home (CI July 2024) > Students > Alanis Hampson

Alanis Hampson  
For: CI July 2024

Name: Alanis Hampson | Candidate ID: 0070 | Date of birth: 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 | < > >> <<

Need help - contact us Edit student

## Booking an exam (continued)

For any students that 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.

- The **No. Students** refers to 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)

The screenshot shows the 'Mocks Service' interface for Cambridge International Education. The user is logged in as 'My Account'. The page title is 'Hannah Owen' for 'UAT CIE 101'. The interface includes a navigation menu on the left with 'Home', 'Students', and 'Mock exam bookings'. The main content area displays student details: Name: Hannah Owen, Candidate ID: 0601, Date of birth: 28-Apr-1999, Gender: Female. Below this is a table of exam bookings with columns for Booking ID, Qualification, Mock exam, Exam window, No. Students, Booking deadline, and Status. Three bookings are listed, all with a 'Processed' status. A pagination control shows '1-3 of 3' and an 'Edit student' button is located at the bottom right.

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

## 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 My Account

Home (MOCK CI September 2024) > Students

Students **Add student** Upload students

Candidate no. ↑	Name ↑	Date of birth	Gender	Number of Bookings	Actions
<a href="#">0002</a>	B Smith		Not specified	1	
<a href="#">0003</a>	C Smith		Not specified	1	
<a href="#">0004</a>	D Smith		Not specified	1	

- This will open a window on the right-hand side of the screen for you to add the student details in 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: Cambridge International / DHS001 - Test Organisation DHS CIE

Cambridge Assessment International Education Mocks Service Cambridge International My Account

Home (UAT CIE 101) > Students

Students

**Add student**

Name\*  Gender\*  Female  Male  Not specified

Candidate no.\*  Date of birth

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	16-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

## Booking an exam (continued)

You will be shown a success message, and the form will be cleared ready for you to enter your 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** and you will be shown the **Students** page where you will be able to view the student details you have entered.

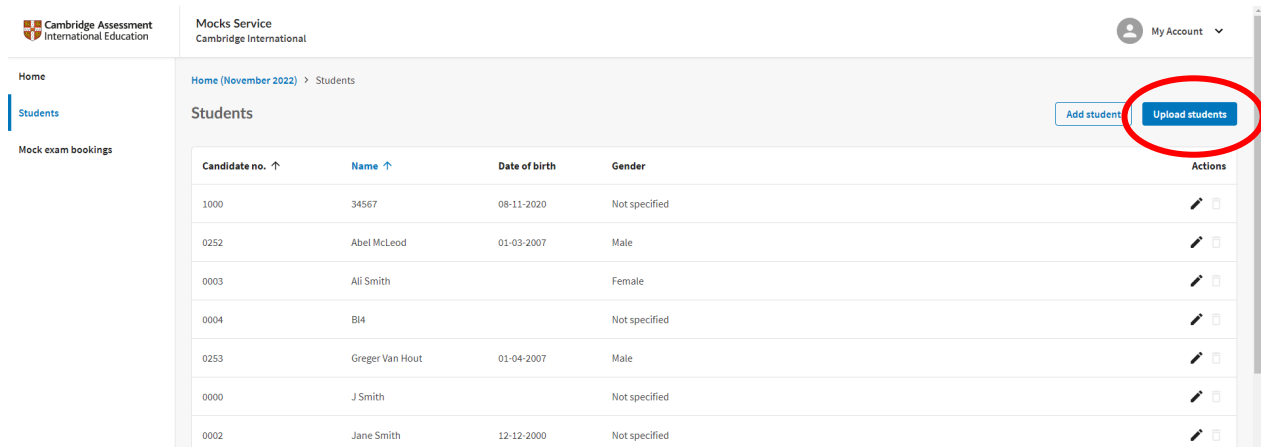
The screenshot displays the Cambridge Assessment Mocks Service interface. On the left, a sidebar contains navigation options: Home, Students, and Mock exam bookings. The main content area shows the 'Students' page with a table of student details. A modal window titled 'Add student' is open on the right, 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 success message is displayed: '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	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
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

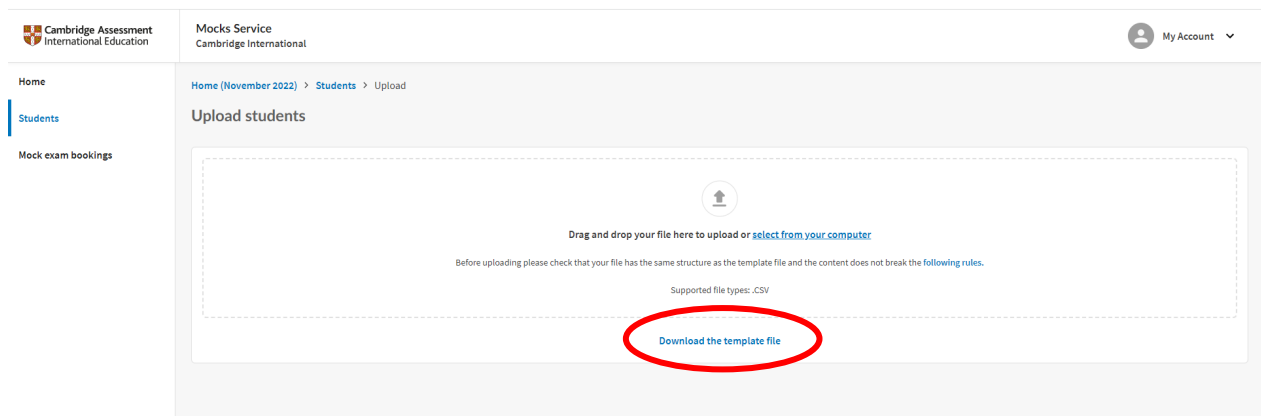
You can also add multiple students using the **Upload students** button.



The screenshot shows the 'Students' page in the Cambridge Assessment 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	BJ4		Not specified	 
0253	Greger Van Hout	01-04-2007	Male	 
0000	J Smith		Not specified	 
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 for upload back into the application.



The screenshot shows the 'Upload students' page in the Cambridge Assessment 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 > 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:

- 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.*

## Booking an exam (continued)

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

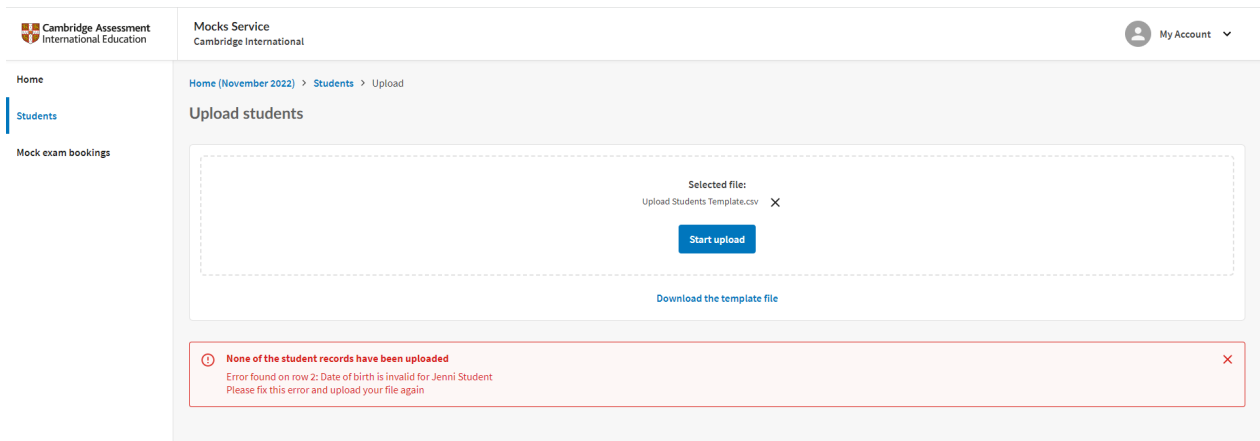
The screenshot shows the 'Upload students' page in the Mocks Service. The page header includes the Cambridge Assessment International Education logo and 'Mocks Service Cambridge International'. The breadcrumb trail is 'Home (November 2022) > Students > Upload'. The main heading is 'Upload students'. A large dashed box contains an upload icon and the text: 'Drag and drop your file here to upload or [select from your computer](#)'. Below this, it says 'Before uploading please check that your file has the same structure as the template file and the content does not break the [following rules](#).' and 'Supported file types: .CSV'. At the bottom of the dashed box is a link 'Download the template file'. A red circle highlights the upload instructions.

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

The screenshot shows the 'Upload students' page after a file has been successfully uploaded. The breadcrumb trail is 'Home (November 2022) > Students > Upload'. The main heading is 'Upload students'. A dashed box contains the text 'Selected file: Upload Students Template.csv' with a close icon. Below this is a blue 'Start upload' button. At the bottom of the dashed box is a link 'Download the template file'.

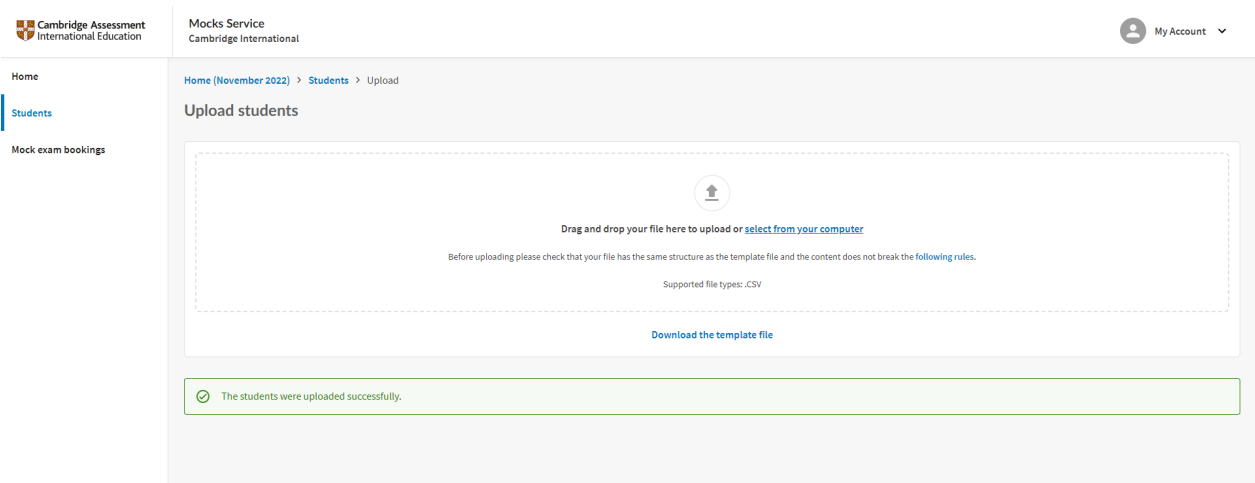
## Booking an exam (continued)

After starting the upload if there are any errors in your file, you will be presented with an error message explaining what is invalid.



The screenshot shows the 'Upload students' page in the Cambridge Assessment Mocks Service. The page header includes the Cambridge Assessment International Education logo and 'Mocks Service Cambridge International'. The user is logged in as 'My Account'. The breadcrumb trail is 'Home (November 2022) > Students > Upload'. The main heading is 'Upload students'. A dashed box contains the text 'Selected file: Upload Students Template.csv' with a close icon, a 'Start upload' button, and a 'Download the template file' link. Below this, a red error message box states: '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.' The left sidebar has 'Home', 'Students', and 'Mock exam bookings' options.

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



The screenshot shows the 'Upload students' page after a successful upload. The page header and breadcrumb trail are the same as in the previous screenshot. The main heading is 'Upload students'. A dashed box contains an upload icon, the text 'Drag and drop your file here to upload or [select from your computer](#)', a note about file structure and rules, and 'Supported file types: .CSV'. A 'Download the template file' link is at the bottom. A green success message box at the bottom states: 'The students were uploaded successfully.' The left sidebar has 'Home', 'Students', and 'Mock exam bookings' options.

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).

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

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 30<sup>th</sup> January 2024
- 20 students sitting IGCSE English First Language Paper 2 within the mock exam window starting 30<sup>th</sup> January 2024
- 20 students sitting IGCSE English First Language Paper 1 within the mock exam window starting 6<sup>th</sup> February 2024

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) 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: 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

Students

Mock exam bookings

Feedback

Mock exam results

### Mock exam bookings

Booking ID ↓	Qualification ↑	Mock exam ↑	Mock exam window ↑	Students ↑	Closing date ↑	Status ↑	Actions
1420	Cambridge IGCSE	<a href="#">Accounting Paper 1</a>	28-Sep-2024 - 03-Oct-2024	21	27-Sep-2024	Submitted	
1081	Cambridge IGCSE	<a href="#">P1_0452_01_Testlet</a>	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

Students

Mock exam bookings

Feedback

Mock exam results

### 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 Begum	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	Klan 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 selected they will show on the right-hand side of the screen and total cost of the booking is calculated. Your centre or its associate will be invoiced after the exam window has finished.

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

Cambridge Assessment International Education

Mocks Service  
Cambridge International

My Account

Select all students

Select mock exam > Select students

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

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

Selected students (8)

Cand. no.	Name
6723	d
0605	David Begum
0601	Hannah Owen
0604	Isabel O'Donnell
0002	Jenny Smith
0001	John Smith
0602	Klan Bond
0603	Lewis Green

## 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

### 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 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

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

Closing date: Available spaces: No. of students: Total cost: [Next step](#)

14 Oct 2023 10 2 28 USD

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

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

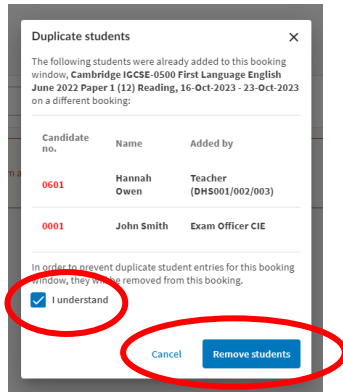
Closing date: Available spaces: No. of students: Total cost: [Next step](#)

14 Oct 2023 10 2 28 USD

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

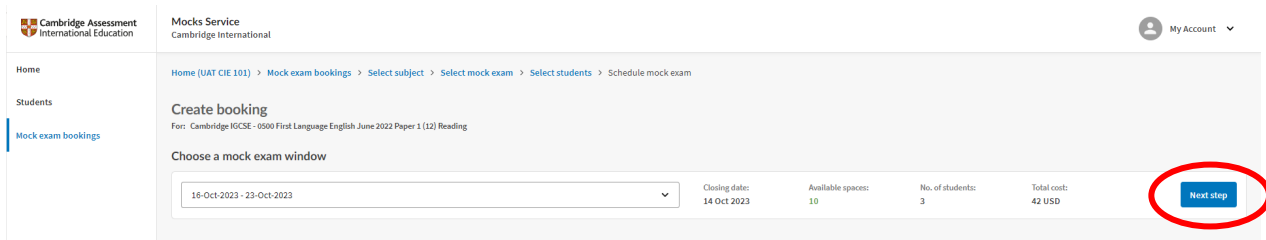
## Booking an exam (continued)

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.

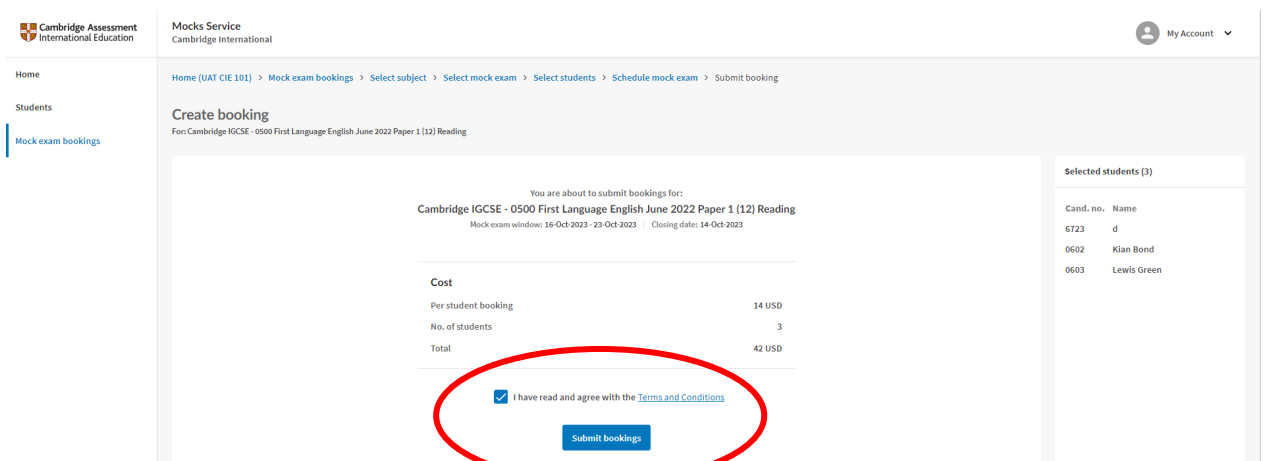


Once you have selected a window and removed any duplicate bookings, the window closing date is shown together with the number of available spaces, the number of students you are booking for and confirmation of the cost.

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



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.





## Booking an exam (continued)

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

The screenshot shows the Cambridge Mocks Service interface. At the top, there is a navigation bar with the Cambridge Assessment International Education logo and the text 'Switch exam board / centre: Cambridge International / DHS001 - Test Organisation DHS CIE'. Below this, the page title is 'Mocks Service Cambridge International' and there is a 'My Account' dropdown menu. The main content area displays a green checkmark icon and the word 'Congratulations'. Below this, it states 'You've submitted bookings for: Cambridge IGCSE - 0500 First Language English June 2022 Paper 1 (12) Reading'. A table shows the cost breakdown: 'Per student booking' at 14 USD, 'No. of students' at 1, and 'Total' at 14 USD. A note indicates 'You can edit this booking's details until 14-Oct-2023' and a 'View bookings list' button is present. On the right side, a 'Selected students (1)' table lists one student: '0603 Lewis Green'. The left sidebar contains navigation links for 'Home', 'Students', and 'Mock exam bookings'.

- 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.

## Booking an exam (continued)

# 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.

The screenshot shows the 'Mock exam bookings' screen. The table below lists the bookings:

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 to view booking information.

The 'View booking' window displays the following information:

- 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 (DH5001/002/003)
- Created on: 10-Oct-2023, 11:49
- Last updated by: -
- Last updated on: -

**List of students (1)**

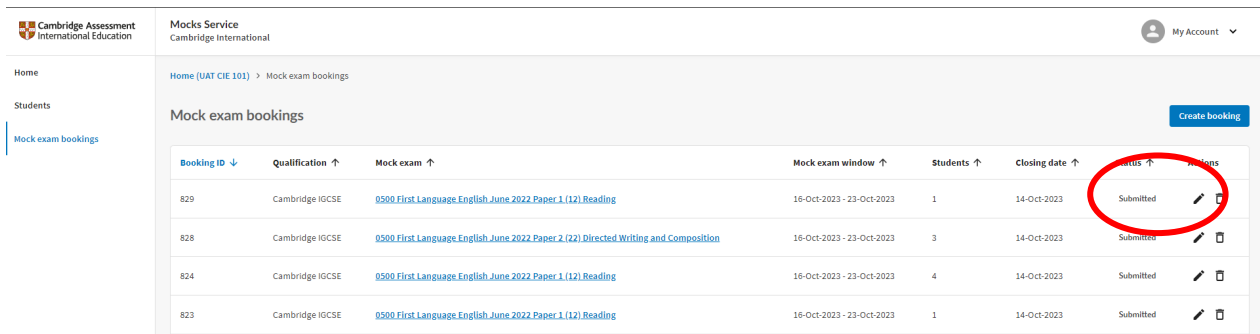
Cand. no.	Name
0603	Lewis Green

## Amend a booking

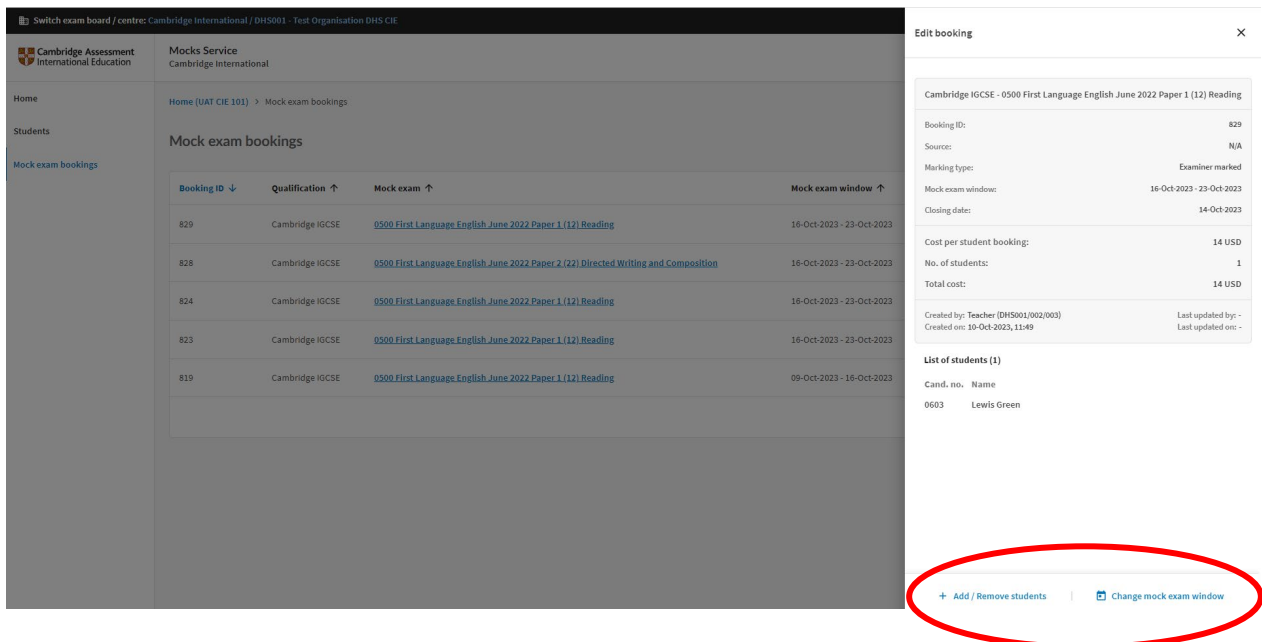
For any bookings that are still at the **Submitted** status, you can amend your booking. We recommend any changes are made well before the booking closing date.

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.



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.



## Booking an exam (continued)

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**.

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 students with the following data:

Candidate No.	Name	Date of Birth	Gender	
<input type="checkbox"/>	0723	d	Not specified	
<input type="checkbox"/>	0005	David Begum	27-Feb-1990	Male
<input type="checkbox"/>	0001	Haniyah Owen	28-Apr-1999	Female
<input type="checkbox"/>	0004	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"/>	0002	Kian Bond	27-May-1976	Male
<input checked="" type="checkbox"/>	0003	Lewis Green	Not specified	

At the bottom right, it shows 'Total: 14 USD' and a 'Next step' button.

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 select **Next Step**, check your booking, click to accept Terms and Conditions and **Resubmit bookings**.

The screenshot shows the 'Choose a mock exam window' page. The page displays a dropdown menu for selecting a window, with a date range of 16-Oct-2023 to 23-Oct-2023. The total cost is 14 USD.

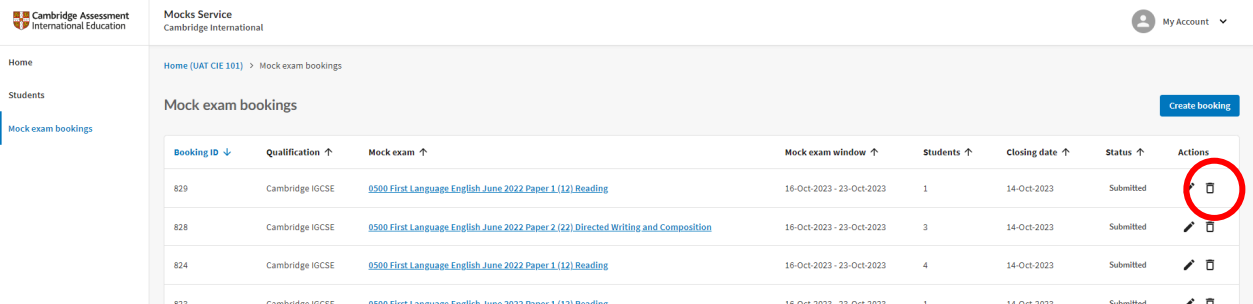
Closing date:	Available spaces:	No. of students:	Total cost:
14 Oct 2023	10	1	14 USD

At the bottom right, it shows 'Total cost: 14 USD' and a 'Next step' button.

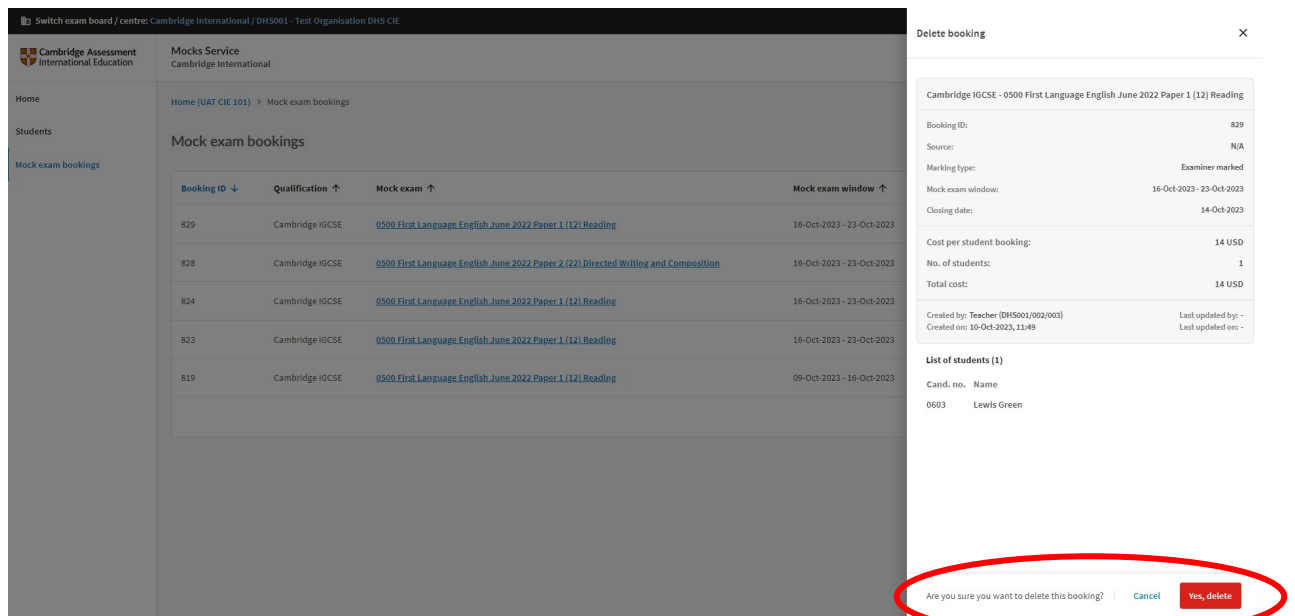
## Delete a booking

For any bookings that are still at the **Submitted** status, you can delete your booking.

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

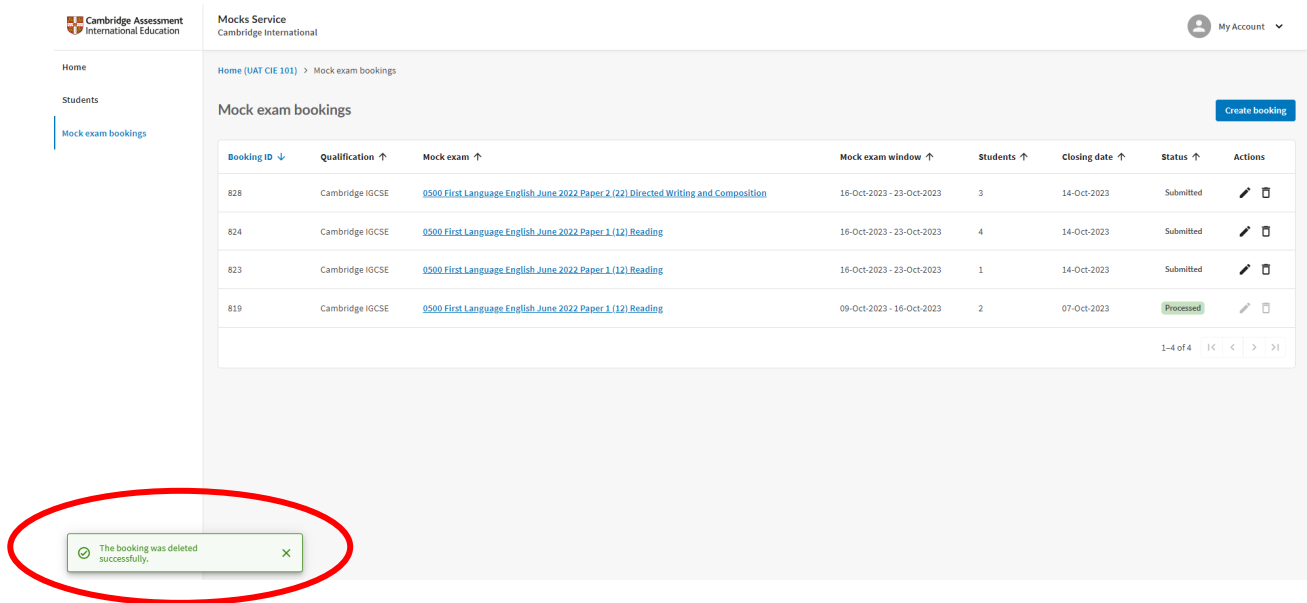


Select **Cancel** to return to your booking list in the **Mock exam bookings** screen. Alternatively select **Yes, delete** to complete the deletion of your booking.











## Booking an exam (continued)

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.



The screenshot shows the 'Mock exam bookings' page in the Cambridge Assessment International Education Mocks Service. The page features a table with columns for Booking ID, Qualification, Mock exam, Mock exam window, Students, Closing date, Status, and Actions. The table contains four rows of booking data. Below the table, a green notification message is displayed, stating 'The booking was deleted successfully.' This message is circled in red.

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	 

## Further help

If you need help, please contact our Customer Support Centre

[info@cambridgeinternational.org](mailto: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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