



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.

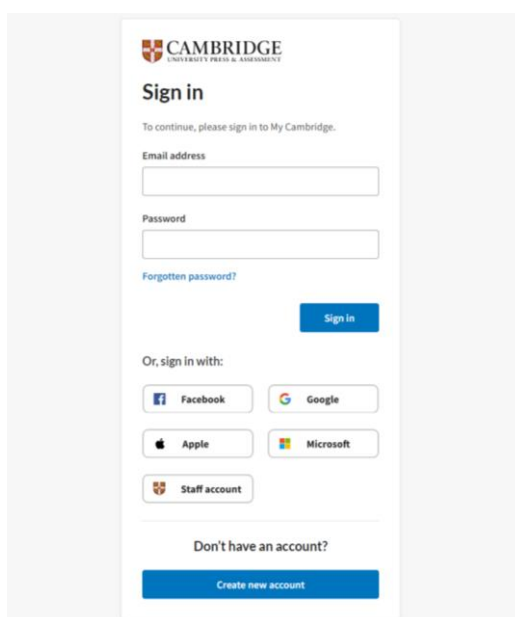
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Accessing the Digital Mocks Service application

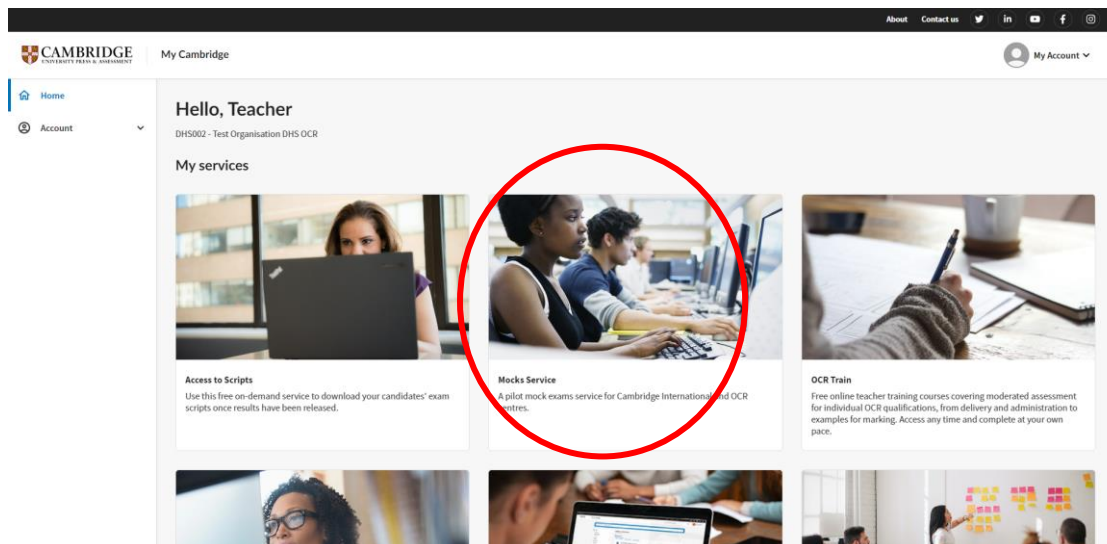
Please note all images shown are examples.

- 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 email 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 email 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 email from us, first check your spam folder and then contact your exams officer.

A screenshot of the 'Sign in' page for My Cambridge. The page features the Cambridge University Press & Assessment logo at the top. Below the logo, the heading 'Sign in' is followed by the instruction '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 to the right of the password field. Below this, the text 'Or, sign in with:' is 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.

Booking an exam (continued)

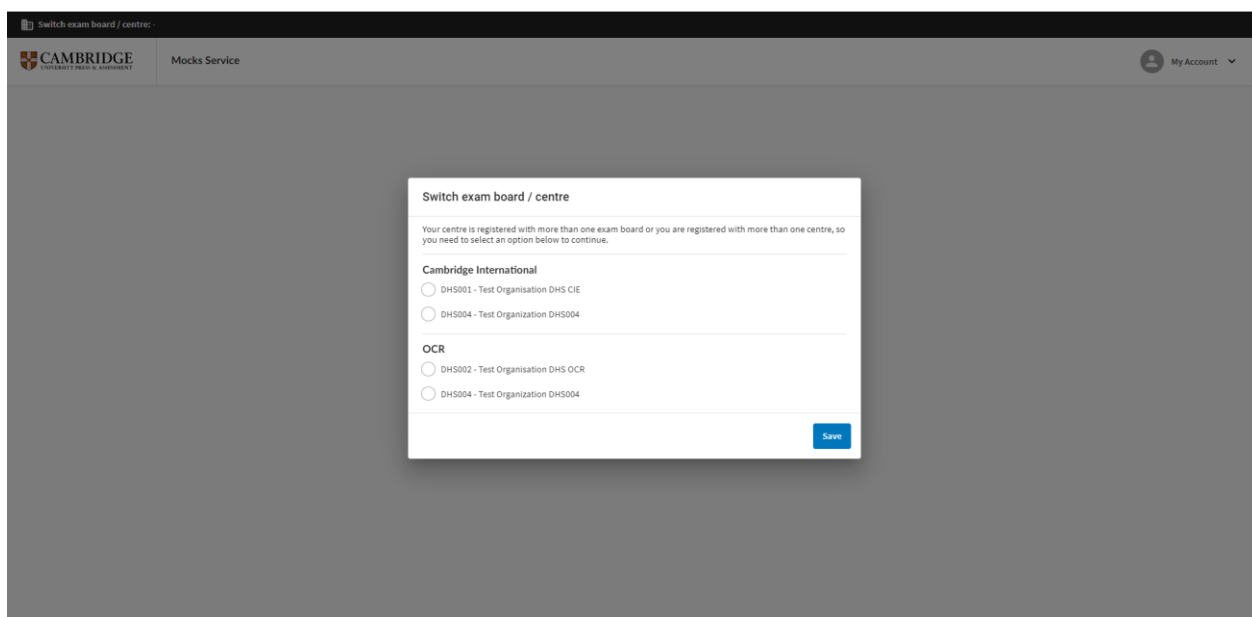
On your **My Cambridge** Home page select the **Mocks Service** tile by clicking on it.



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 page is divided into a left sidebar and a main content area. The sidebar includes the Cambridge Assessment International Education logo, a 'Home' link (highlighted), and links for 'Students', 'Mock exam bookings', and 'Mock exam results'. A blue button at the bottom of the sidebar says 'Need help - contact us'. The main content area has a sub-header 'Mocks Service Cambridge International' and a 'My Account' dropdown menu. Below this, it says 'Home (CI July 2024)'. The 'Mock Series' section prompts the user to 'Please select a mock exam series'. Under 'Active Series', there are two cards. The first card is for 'CI Oct 2024', with bookings open from 01-Jul-2024, an exam start date of 01-Oct-2024, and an exam end date of 31-Dec-2024. The second card is for 'MOCK CI September 2024', with bookings open from 01-Jul-2024, an exam start date of 15-Sep-2024, and an exam end date of 15-Dec-2024. Both cards are marked as '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. It highlights the 'Active Series' section where users can select a mock exam series. The two active series are 'CI Oct 2024' and 'MOCK CI September 2024', both with their respective booking and exam dates listed.

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 top navigation bar includes 'Switch exam board / centre: Cambridge International / DHS001 - Test Organisation DHS CIE'. The left sidebar has 'Students' selected. The main 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.

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 'Mocks Service' page for 'Cambridge International'. The user is logged in as 'My Account'. The breadcrumb trail is 'Home (CI July 2024) > Students > Alanis Hampson'. The student's name is 'Alanis Hampson' and the form is for 'CI July 2024'. The student's details are: 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, there is a red circle around the 'Edit student' button.

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 'Mocks Service' page for 'Cambridge International'. The user is logged in as 'My Account'. The breadcrumb trail is 'Home (UAT CIE 101) > Students > Hannah Owen'. The student's name is 'Hannah Owen' and the form is for 'UAT CIE 101'. The student's details are: Name: Hannah Owen, Candidate ID: 0601, Date of birth: 28-Apr-1999, Gender: Female. A table lists the booking details:

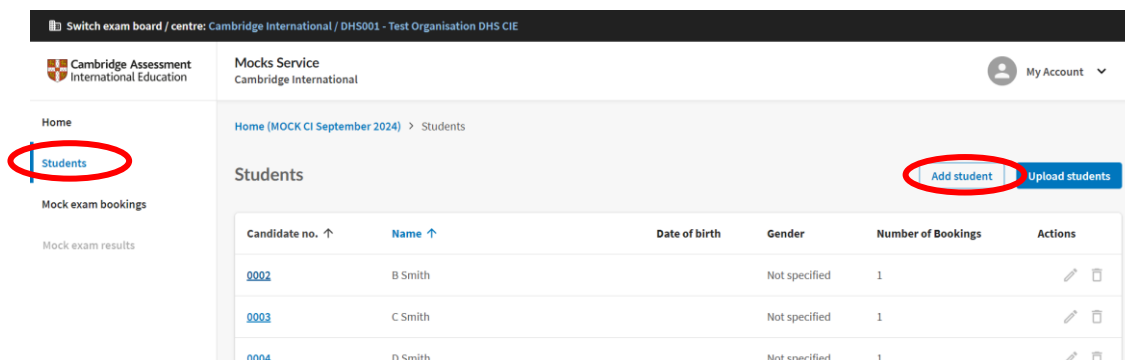
Booking ID	Qualification	Mock exam	Exam window	No. Students	Booking deadline	Status
#828	Cambridge IGCSE	0500 First Language English June 2022 Paper 2 (22) Directed Writing and Composition	16-Oct-2023 - 23-Oct-2023	5	14-Oct-2023	Processed
#845	Cambridge IGCSE	0500 First Language English June 2022 Paper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

At the bottom right, there is an 'Edit student' button.

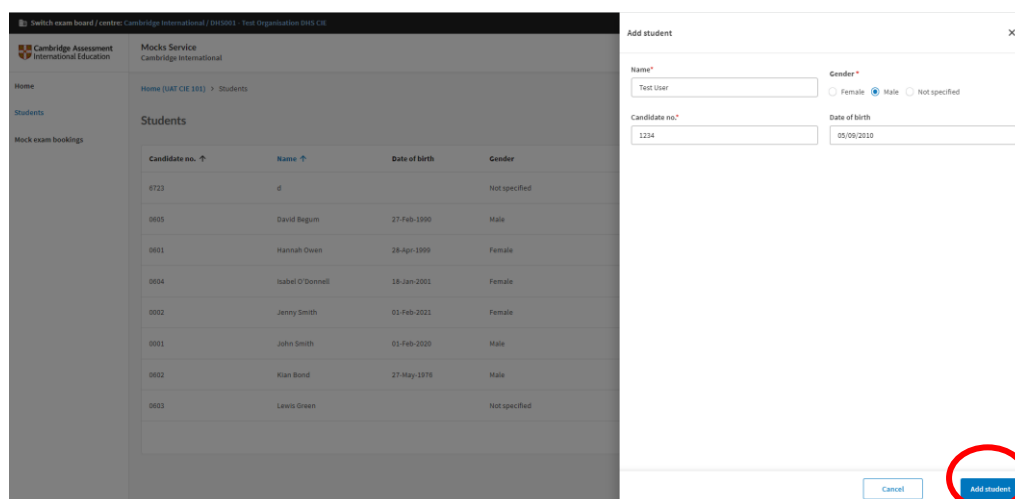
- The **Number of Students** column refers to the number of students from your centre currently booked for the exam, in the mock exam window shown.
- **Status** refers to whether the exam booking is **Submitted** (can still be amended) or **Processed** (can no longer be amended).

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**.

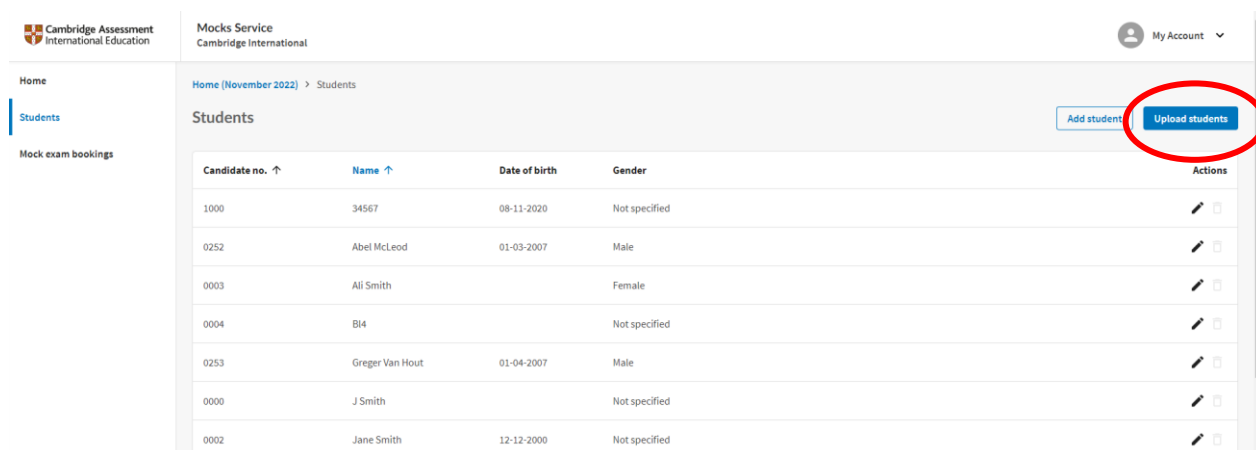
You will then see the **Students** page, where you will be able to view the details you have entered.

The screenshot displays the Cambridge Assessment Mocks Service interface. On the left, a sidebar contains links for 'Home', 'Students', and 'Mock exam bookings'. The main area is titled 'Students' and shows a table of student records. On the right, an 'Add student' window is open, featuring a close button (X) in the top right corner. The window contains form fields for 'Name*', 'Gender*' (with radio buttons for Female, Male, and 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 window, there are 'Cancel' and 'Add student' buttons.

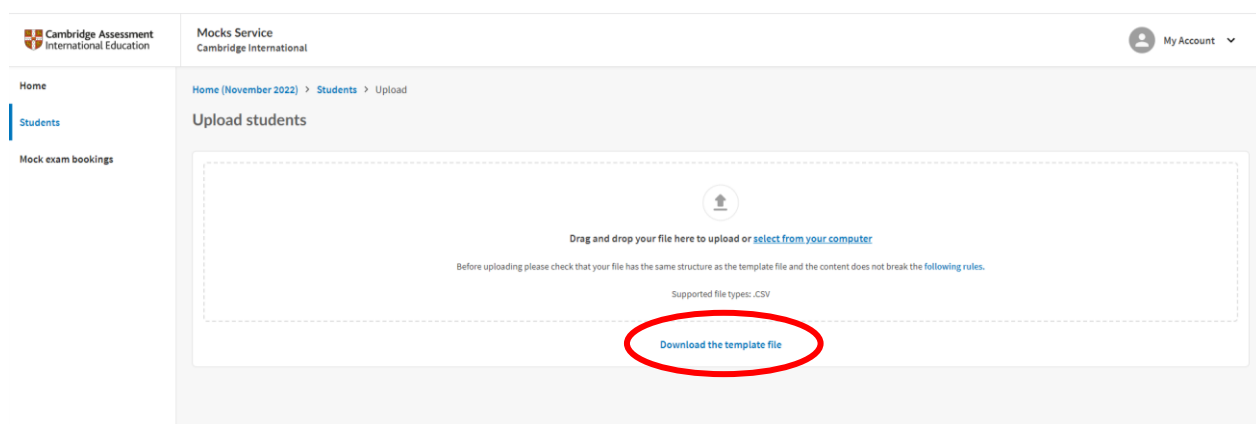
Candidate no. ↑	Name ↑	Date of birth	Gender
1000	34567	08-11-2020	Not specified
0252	Abel McLeod	01-03-2007	Male
0003	Ali Smith		Female
0004	BI4		Not specified
0253	Greger Van Hout	01-04-2007	Male
0000	J Smith		Not specified
0002	Jane Smith	12-12-2000	Not specified
0200	Jason Smith	01-01-2010	Male
0201	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 add multiple students using the **Upload students** button.



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.



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

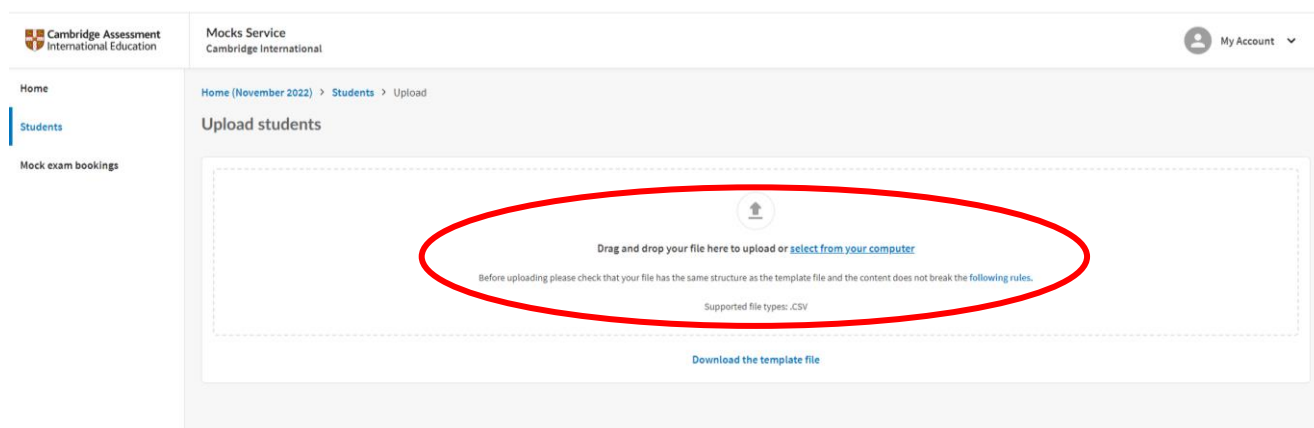
- Each student must have a candidate number in the range 0001 to 9999. If you are using Microsoft Excel, we recommend using candidate numbers in the range 1000 to 9999 as leading zeros can cause problems in the data.
- In any one centre, a student cannot have the same candidate number as another candidate 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)

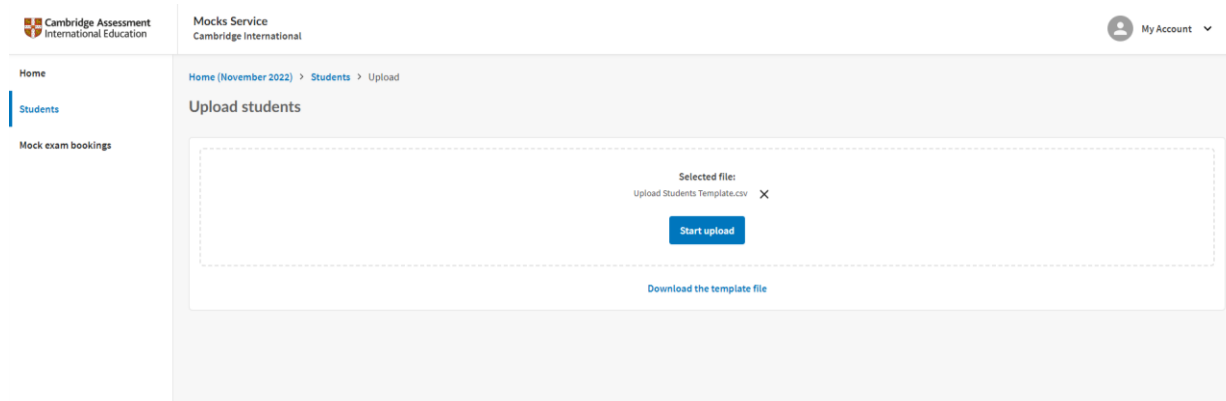
Example file with columns expanded and mandatory data added.

	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.

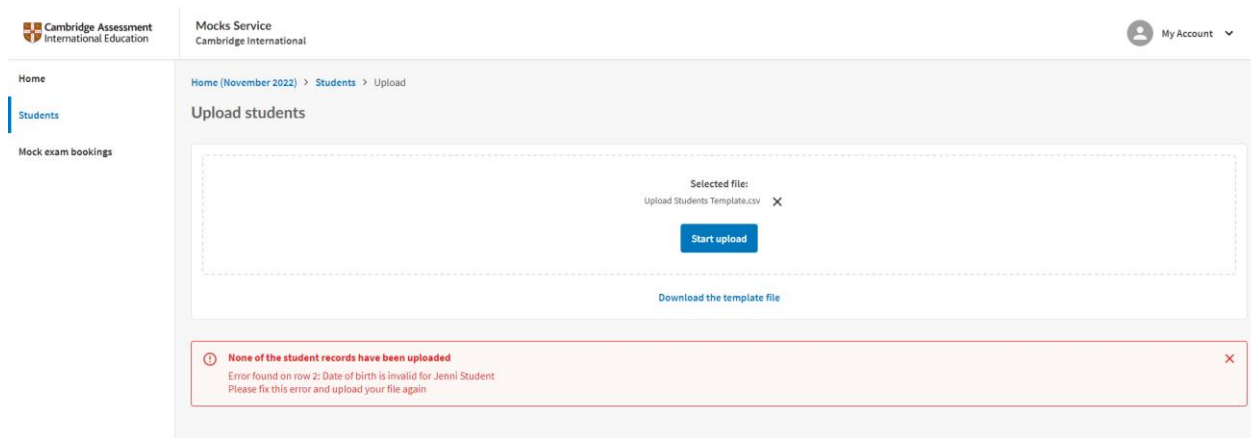


Once the file has been added successfully you will be prompted to **Start upload**.

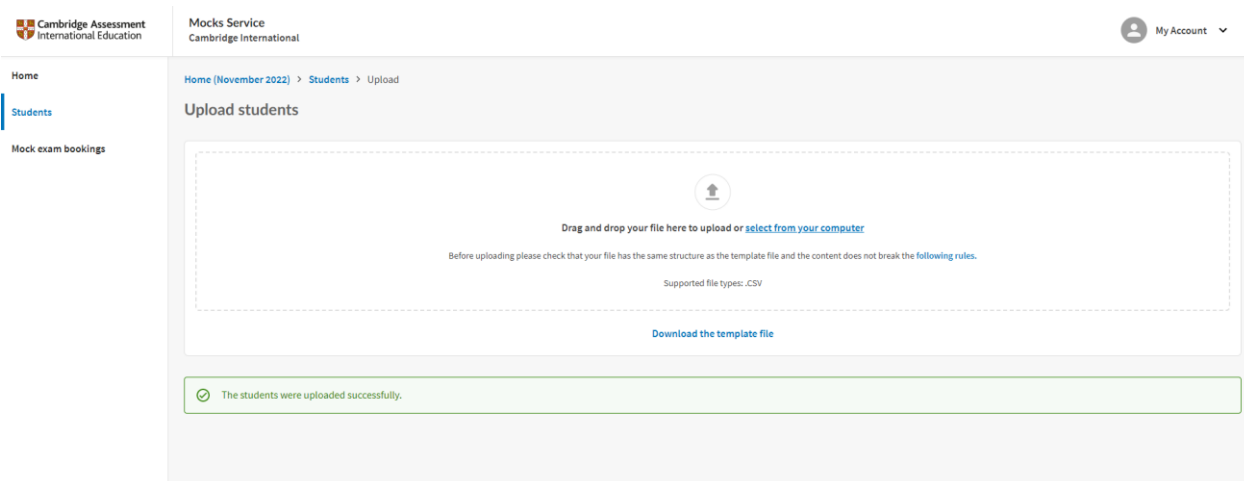


Booking an exam (continued)

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.

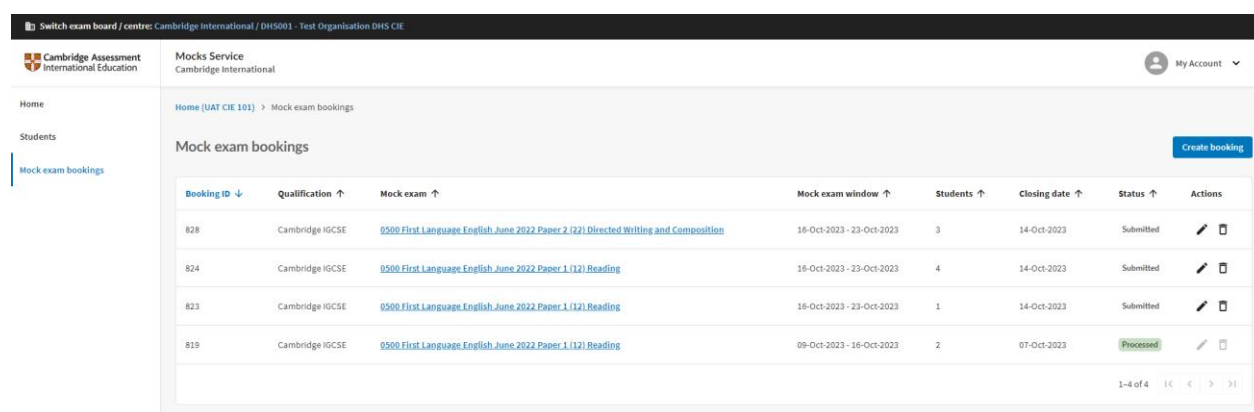










You can view the students you have added by going to the **Students** screen.

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).



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

Students

Mock exam bookings

Mock exam results

Feedback

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

Students

Mock exam bookings

Mock exam results

Feedback

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 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	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)

Switch exam board / centre: Cambridge International / 050001 - Test Organisation DHS CIE

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			
<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

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

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 date: Available spaces: No. of students: Total cost: 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

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

Double booking

Some of the selected students are already booked for the same mock exam and window on another booking.

[View duplicate students](#)

Next step

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

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 | My Account

Home | Students | Mock exam bookings

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	Klan 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 | My Account

Home | Students | Mock exam bookings

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.

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.

Cambridge Assessment International Education

Home

Students











Mock exam bookings

Mocks Service
Cambridge International

Home (UAT CIE 101) > Mock exam bookings

Mock exam bookings

Create booking

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 (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	 

1-5 of 5 | < > >>

A window will open that shows the booking information.

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

Cambridge Assessment International Education

Home

Students

Mock exam bookings

Mocks Service
Cambridge International

Home (UAT CIE 101) > Mock exam bookings

Mock exam bookings

View booking

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 (12) 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 (DHS001/002/003)

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

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.

Cambridge Assessment International Education

Home

Students

Mock exam bookings

Mocks Service

Cambridge International

My Account

Home (UAT CIE 101) > Mock exam bookings

Mock exam bookings

Create booking

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	Submitting	
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.

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

Mock exam bookings

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

Edit booking

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 (DHS001/002/003)
Created on: 20-Oct-2023, 11:49

Last updated by: -
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 IGCSE - 0500 First Language English June 2022 Paper 1 (12) Reading. The page has a sidebar with 'Home', 'Students', and 'Mock exam bookings'. The main content area has a breadcrumb trail: 'Home (UAT CIE 101) > Mock exam bookings > Select students'. Below this is the 'Edit Booking' title and the exam details. A table lists students with checkboxes, names, dates of birth, and genders. The student 'Lewis Green' is selected. The total cost is 14 USD, and there is a 'Next step' button.

Candidate no.	Name	Date of birth	Gender
<input type="checkbox"/> 0723	id		Not specified
<input type="checkbox"/> 0905	David Begum	27-Feb-1990	Male
<input type="checkbox"/> 0901	Hannah Owen	28-Apr-1989	Female
<input type="checkbox"/> 0904	Isabel O'Donnell	18-Jun-2001	Female
<input type="checkbox"/> 0902	Jenny Smith	01-Feb-2001	Female
<input type="checkbox"/> 0901	John Smith	01-Feb-2002	Male
<input type="checkbox"/> 0902	Kian Bond	27-May-1979	Male
<input checked="" type="checkbox"/> 0903	Lewis Green		Not specified

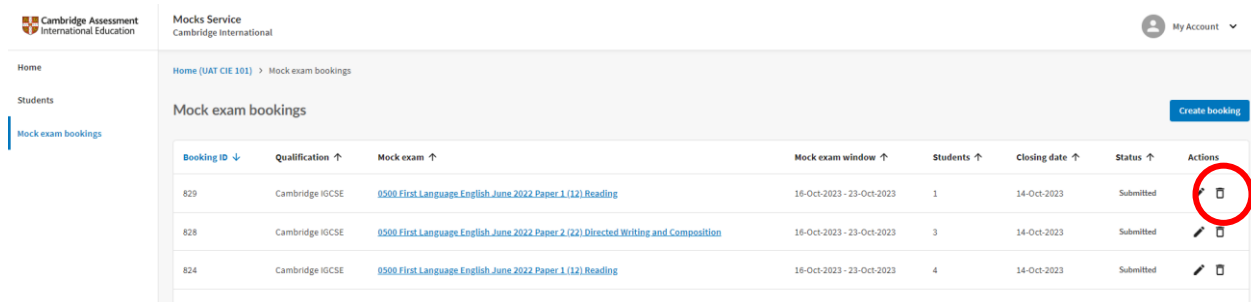
Selecting **Change mock exam window** will take you to the **Choose a mock exam window** screen (shown below with an **Edit Booking** title). Here you can select a different mock exam window. Select **Next step**, check your booking, click to accept the Terms and Conditions and click **Resubmit bookings**.

The screenshot shows the 'Choose a mock exam window' page. The breadcrumb trail is 'Home (UAT CIE 101) > Mock exam bookings > Select students > Schedule mock exam'. The page title is 'Edit Booking' for the same exam as the previous screenshot. Below the title is a section 'Choose a mock exam window' with a dropdown menu showing '16-Oct-2023 - 23-Oct-2023'. To the right of the dropdown are fields for 'Closing date: 14 Oct 2023', 'Available spaces: 10', 'No. of students: 1', and 'Total cost: 14 USD'. A 'Next step' button is at the bottom right.








Delete a booking

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

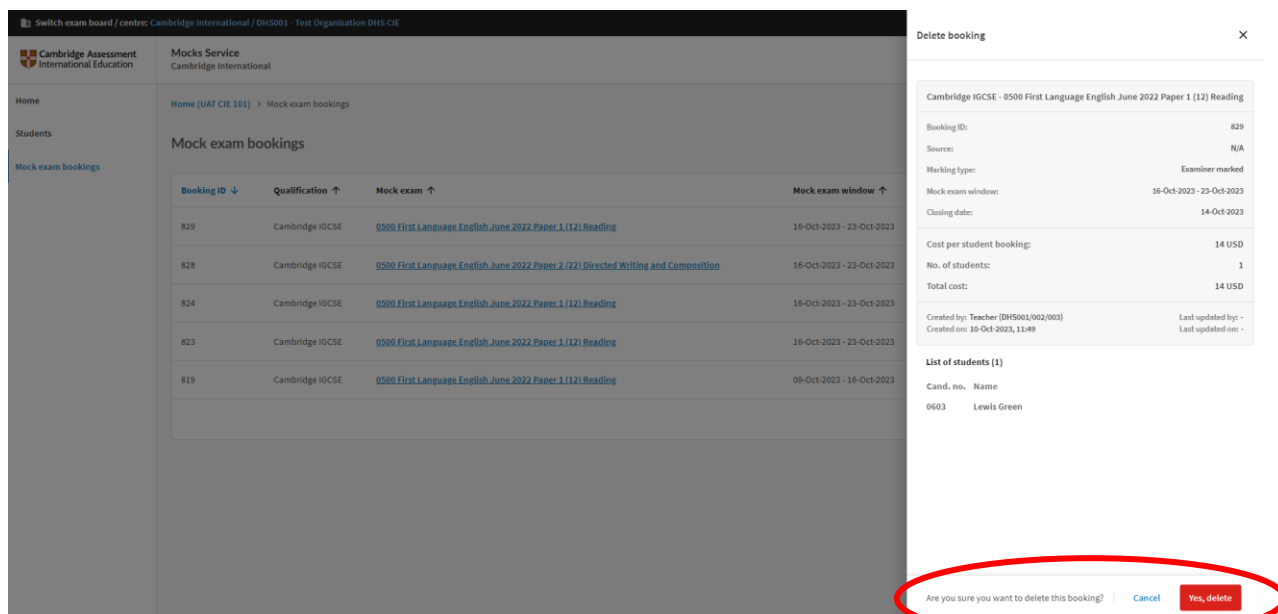
Select the **Trash** icon to delete your booking. A window will open, asking if you are sure you want to delete your booking.



The screenshot shows the 'Mock exam bookings' page. A table lists bookings with columns: 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 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' modal window. It contains details for the booking (Cambridge IGCSE - 0500 First Language English June 2022 Paper 1 (12) Reading) and a 'List of students (1)' section. At the bottom, there is a confirmation message: 'Are you sure you want to delete this booking?' with 'Cancel' and 'Yes, delete' buttons. 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

Delete booking

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 [DHS001/002/003]
Created on: 10-Oct-2023, 11:49
Last updated by: -
Last updated on: -

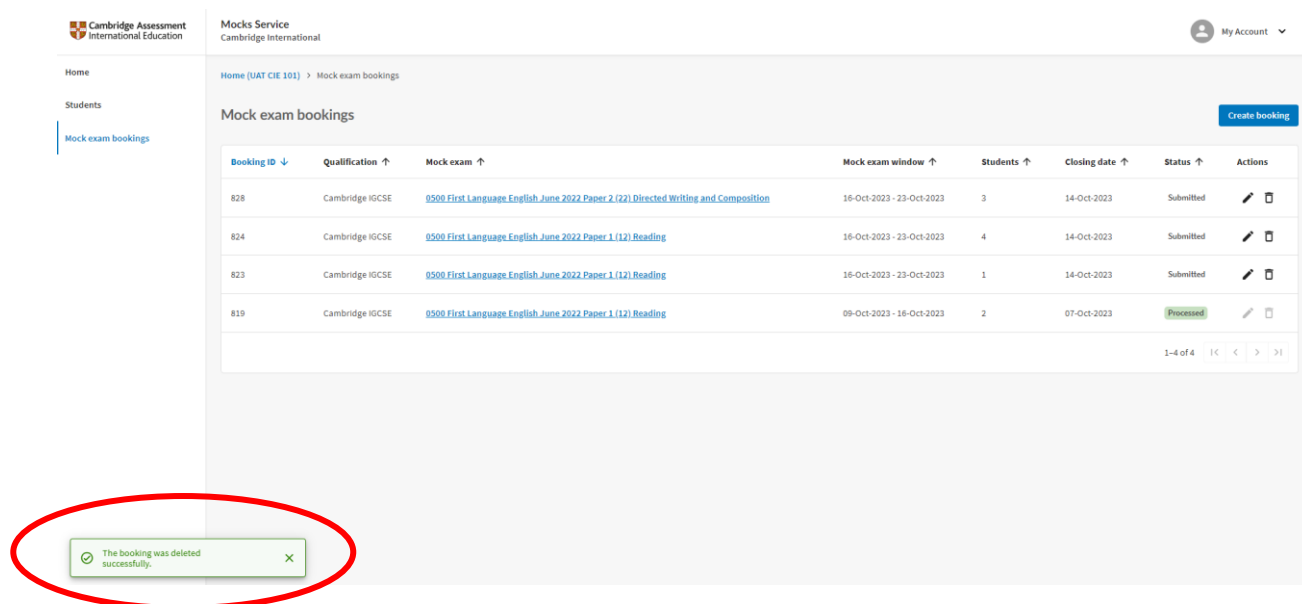
List of students (1)

Cand. no.	Name
0603	Lewis Green

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.











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Home (UAT CIE 101) > Mock exam bookings

Mock exam bookings [Create booking](#)

Booking ID ↓	Qualification ↑	Mock exam ↑	Mock exam window ↑	Students ↑	Closing date ↑	Status ↑	Actions
828	Cambridge IGCSE	0509 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	0509 First Language English June 2022 Paper 1 (12) Reading	16-Oct-2023 - 23-Oct-2023	4	14-Oct-2023	Submitted	 
823	Cambridge IGCSE	0509 First Language English June 2022 Paper 1 (12) Reading	16-Oct-2023 - 23-Oct-2023	1	14-Oct-2023	Submitted	 
819	Cambridge IGCSE	0509 First Language English June 2022 Paper 1 (12) Reading	09-Oct-2023 - 16-Oct-2023	2	07-Oct-2023	Processed	 

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The booking was deleted successfully. ✕

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

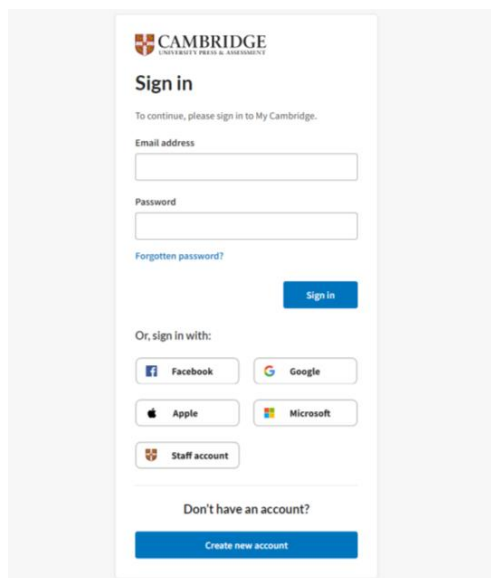
You can book exams in the **Digital Mocks Service** application accessed directly at:
<https://booking.digitalexams.cambridge.org>

(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.