



# Digital Mocks Service

## Booking an exam

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

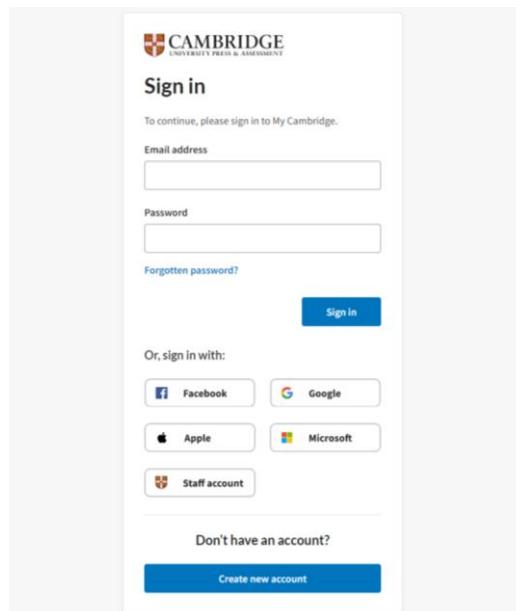
## Contents

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

## Accessing the Digital Mocks Service application

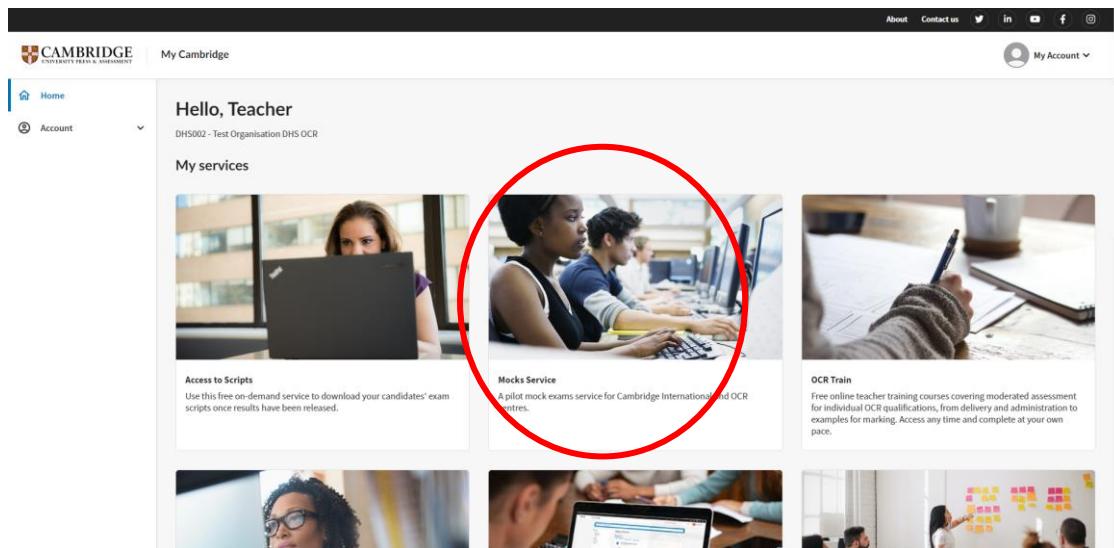
*Please note all images shown are examples.*

- You can book exams in the **Digital Mocks Service** application accessed via **My Cambridge**.
- Access **My Cambridge** at <https://sso.cambridge.org/login> and log in to your account using your registered 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.



## Booking an exam (continued)

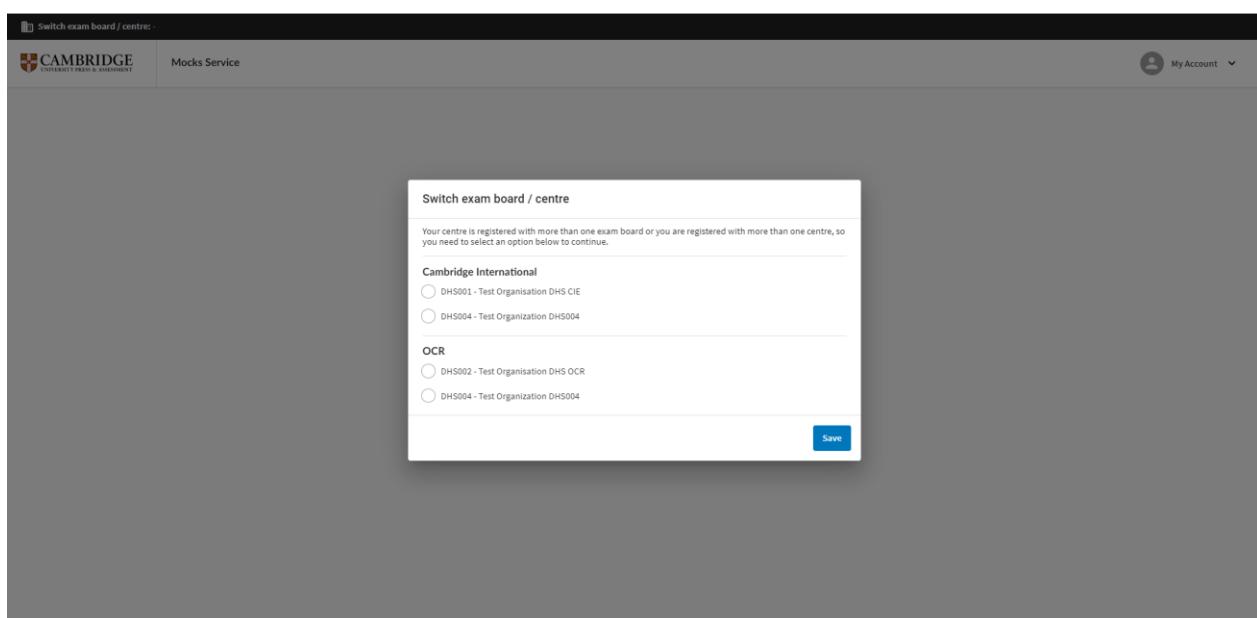
On your **My Cambridge** Home page select the **Mocks Service** tile by clicking on it.



## Selecting centres

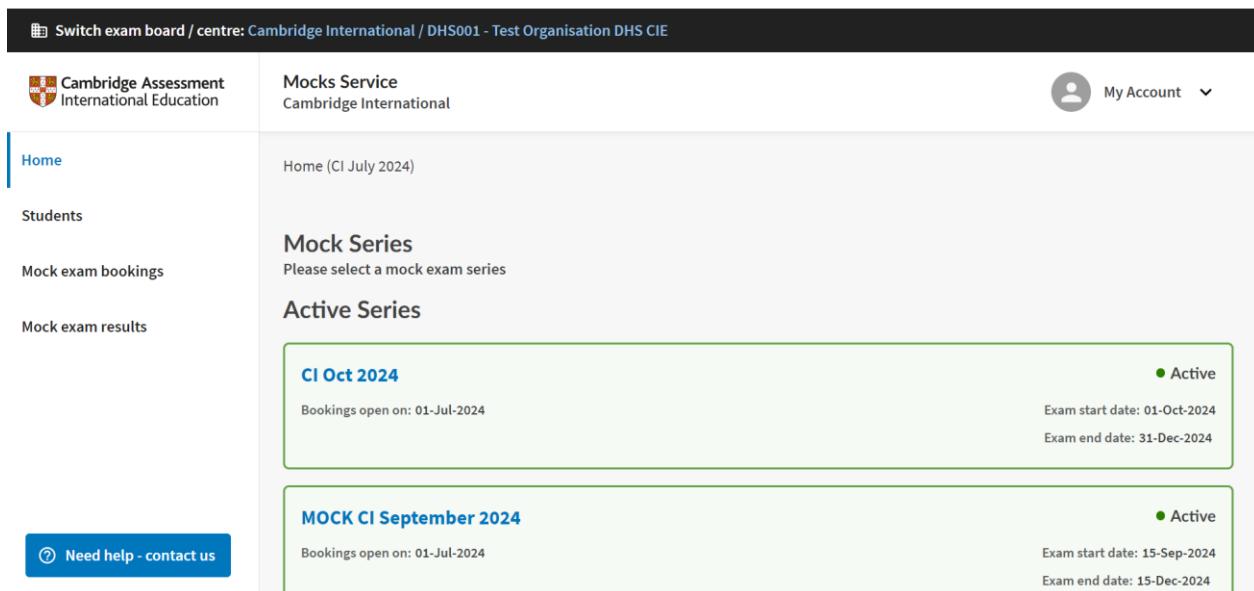
When you click on the **Mocks Service** tile in **My Cambridge** it will open the **Digital Mocks Service** application.

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)

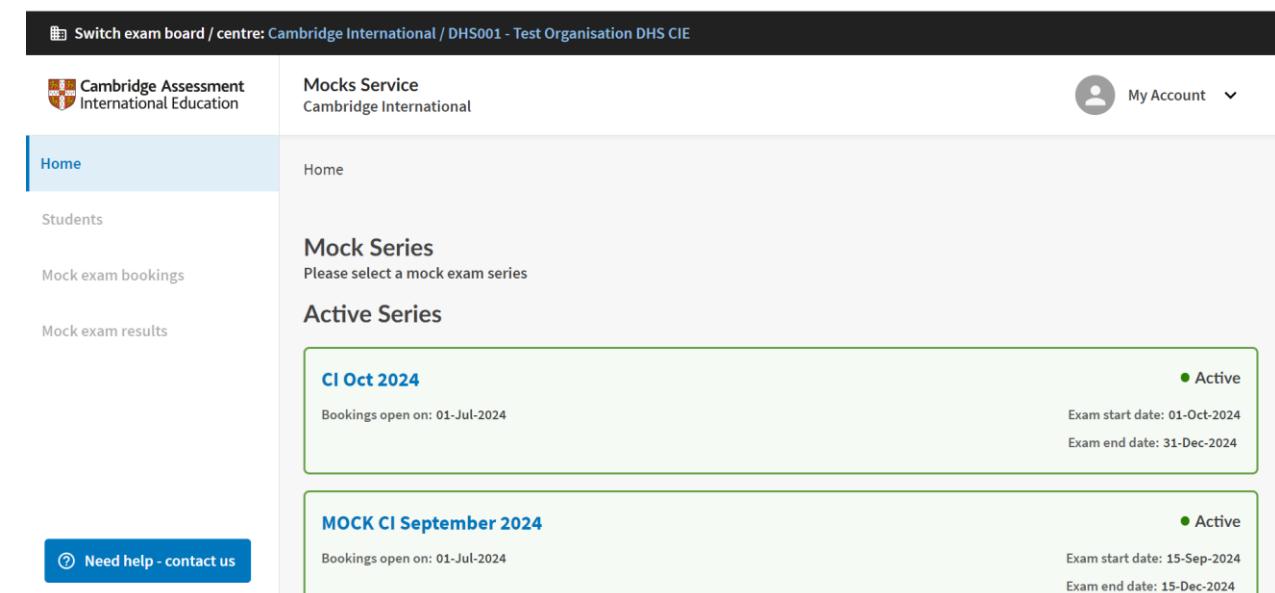
You can switch to a different exam board or centre from the Home page by selecting the centre name in the top-left corner of the screen.



The screenshot shows the Cambridge International Mocks Service homepage. At the top, there is a navigation bar with a 'Switch exam board / centre' button, the Cambridge International logo, and a 'My Account' dropdown. The main content area is titled 'Mocks Service' and 'Cambridge International'. On the left, a sidebar lists 'Home', 'Students', 'Mock exam bookings', and 'Mock exam results'. A blue button at the bottom left says 'Need help - contact us'. The main content area displays two exam series: 'CI Oct 2024' (active, start 01-Oct-2024, end 31-Dec-2024) and 'MOCK CI September 2024' (active, start 15-Sep-2024, end 15-Dec-2024). Each series has a 'Bookings open on: 01-Jul-2024' message.

## Select a series

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



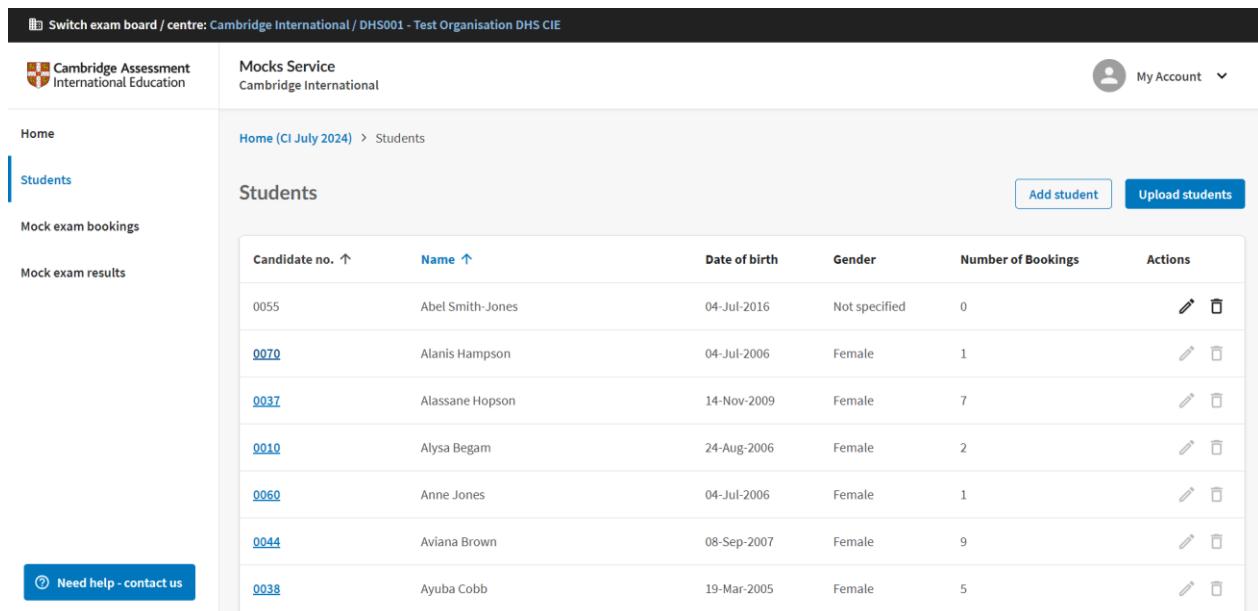
The screenshot shows the Cambridge International Mocks Service homepage. The layout is identical to the previous one, but the 'CI Oct 2024' series is highlighted with a green border. The 'MOCK CI September 2024' series is also present but not highlighted. The sidebar and 'Need help - contact us' button are the same as in the previous screenshot.

## Booking an exam (continued)

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

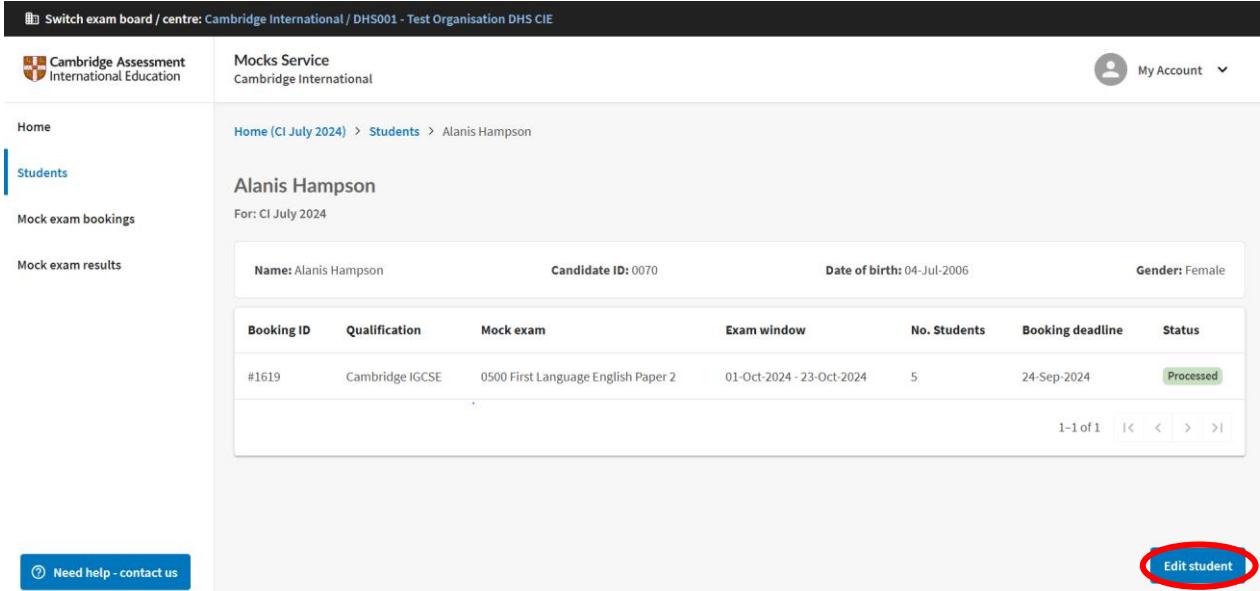
- Select **Students** from the left-hand menu.
- Any students you have previously added to the series will show in the list.
- You can sort the list by clicking on the **Candidate number** or **Name** column header.
- The **Number of Bookings** header refers to the number of bookings made for each student 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**.



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	 

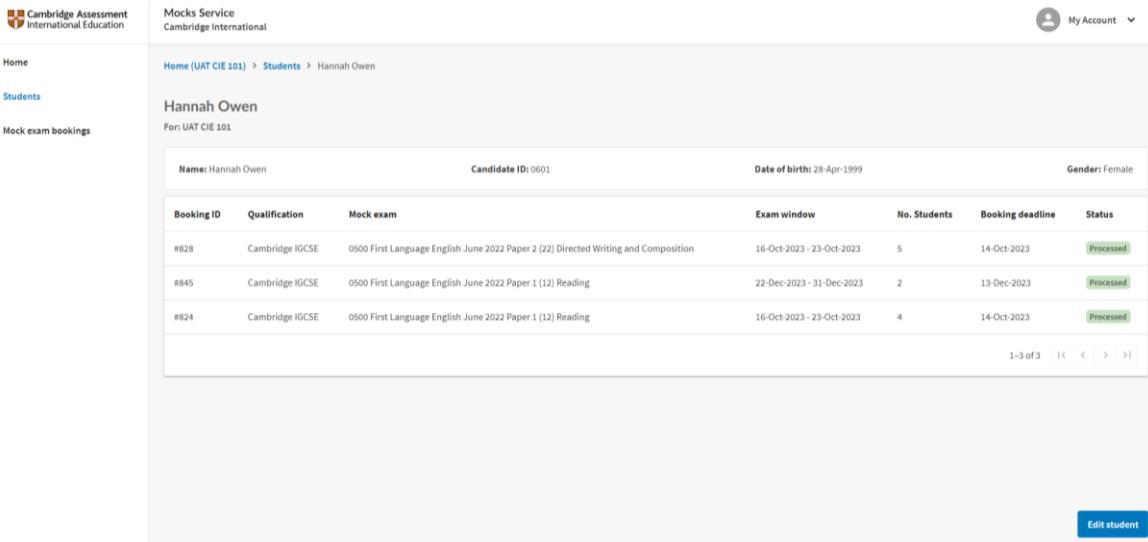
- If you want to change a student's details, click on their candidate number and then click **Edit student**. You can change their name, gender and date of birth. When you have finished, select **Save changes**.
- Please note, you cannot delete a student if they have exam bookings assigned to them.

## Booking an exam (continued)



The screenshot shows the 'Mocks Service' interface for Cambridge International. The top navigation bar includes a 'Switch exam board / centre' dropdown set to 'Cambridge International / DHS001 - Test Organisation DHS CIE', a user icon, and a 'My Account' dropdown. The left sidebar has links for 'Home', 'Students' (which is selected and highlighted in blue), 'Mock exam bookings', and 'Mock exam results'. The main content area shows a breadcrumb path: 'Home (CI July 2024) > Students > Alanis Hampson'. Below this, 'Alanis Hampson' is listed with 'For: CI July 2024'. A table displays booking details: Name (Alanis Hampson), Candidate ID (0070), Date of birth (04-Jul-2006), and Gender (Female). The table has columns for Booking ID, Qualification, Mock exam, Exam window, No. Students, Booking deadline, and Status. One booking is listed: #1619, Cambridge IGCSE, 0500 First Language English Paper 2, 01-Oct-2024 - 23-Oct-2024, 5 students, 24-Sep-2024, and 'Processed' status. At the bottom, a pagination bar shows '1-1 of 1' and navigation icons. A 'Need help - contact us' button is at the bottom left, and an 'Edit student' button is at the bottom right, which is circled in red.

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:

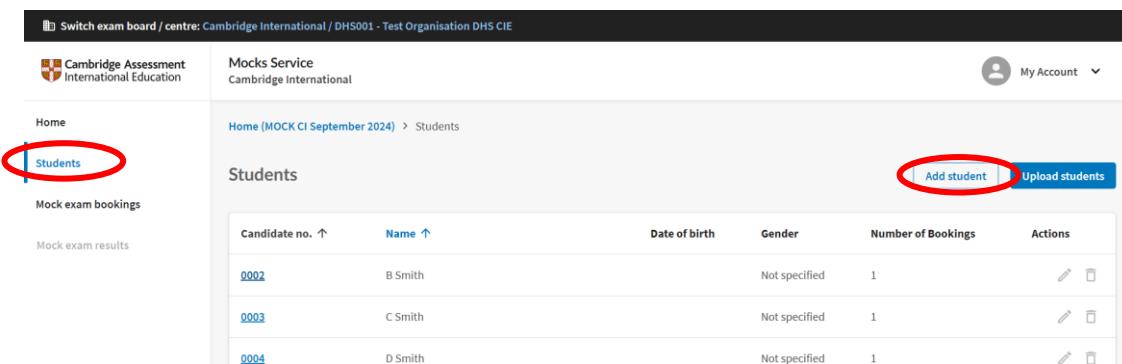


The screenshot shows the 'Mocks Service' interface for Cambridge International. The top navigation bar includes a 'Switch exam board / centre' dropdown set to 'Cambridge International / DHS001 - Test Organisation DHS CIE', a user icon, and a 'My Account' dropdown. The left sidebar has links for 'Home', 'Students' (selected), 'Mock exam bookings', and 'Mock exam results'. The main content area shows a breadcrumb path: 'Home (UAT CIE 101) > Students > Hannah Owen'. Below this, 'Hannah Owen' is listed with 'For: UAT CIE 101'. A table displays booking details: Name (Hannah Owen), Candidate ID (0601), Date of birth (28-Apr-1999), and Gender (Female). The table has columns for Booking ID, Qualification, Mock exam, Exam window, No. Students, Booking deadline, and Status. Three bookings are listed: #828, Cambridge IGCSE, 0500 First Language English June 2022 Paper 2 (22) Directed Writing and Composition, 16-Oct-2023 - 23-Oct-2023, 5 students, 14-Oct-2023, and 'Processed' status; #845, Cambridge IGCSE, 0500 First Language English June 2022 Paper 1 (12) Reading, 22-Dec-2023 - 31-Dec-2023, 2 students, 13-Dec-2023, and 'Processed' status; and #824, Cambridge IGCSE, 0500 First Language English June 2022 Paper 1 (12) Reading, 16-Oct-2023 - 23-Oct-2023, 4 students, 14-Oct-2023, and 'Processed' status. At the bottom, a pagination bar shows '1-3 of 3' and navigation icons. A 'Need help - contact us' button is at the bottom left, and an 'Edit student' button is at the bottom right.

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

## Add students – manual entry

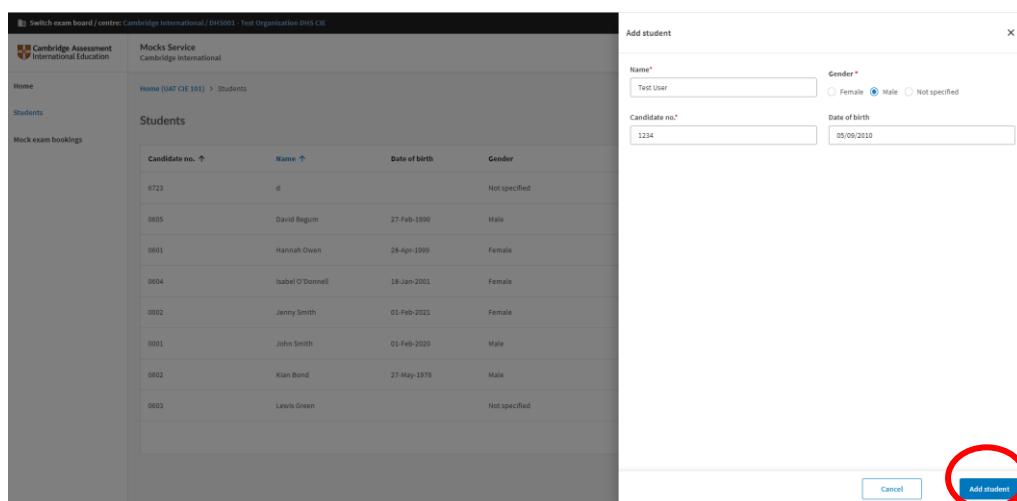
- Select an exam series from the **Home** page.
- Select **Students** from the left-hand menu.
- To add an individual student, select the **Add student** button.



The screenshot shows the 'Students' page of the Cambridge Assessment International Education website. The 'Students' menu item is highlighted with a red circle. The 'Add student' button is also highlighted with a red circle. The page displays a table of student records with columns for Candidate no., Name, Date of birth, Gender, Number of Bookings, and Actions.

Candidate no.	Name	Date of birth	Gender	Number of Bookings	Actions
0002	B Smith		Not specified	1	
0003	C Smith		Not specified	1	
0004	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 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**.



The screenshot shows the 'Add student' dialog box. It contains fields for Name, Gender, Candidate no., and Date of birth. The 'Add student' button is highlighted with a red circle.

Name*	Gender*
Test User	<input type="radio"/> Female <input checked="" type="radio"/> Male <input type="radio"/> Not specified

Candidate no.*	Date of birth
1234	05/09/2010

## Booking an exam (continued)

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

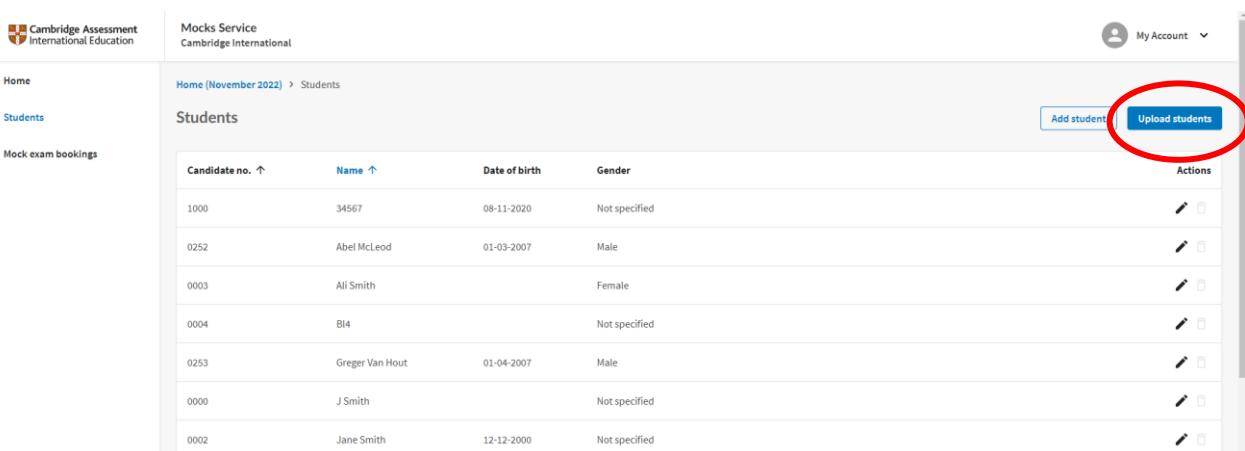
The form will be cleared ready for you to enter the next student if you wish. When you have finished adding students, you can close the **Add student** window by selecting the **X** symbol or by selecting **Cancel**.

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

The screenshot shows the Cambridge Assessment International Education Mocks Service interface. On the left, a sidebar menu includes Home, Students (which is selected and highlighted in blue), and Mock exam bookings. The main content area shows the 'Students' page with a table of student data. The table columns are Candidate no. (sorted by name), Name, Date of birth, and Gender. The data includes 10 entries with names like Abel McLeod, Ail Smith, and Joaquin Michel, and dates of birth ranging from 01-03-2007 to 14-11-2022. A red circle highlights the close (X) button in the top right corner of the 'Add student' dialog box. The dialog box contains fields for Name\* (with 'Insert name' placeholder), Gender\* (with radio buttons for Female, Male, and Not specified, with Not specified selected), Candidate no.\* (with 'Insert no.' placeholder), Date of birth (with 'dd/mm/yyyy' placeholder and a calendar icon), and a success message: 'The student was added successfully. You can now add another one. Alternatively you can close this window.' At the bottom of the dialog box are 'Cancel' and 'Add student' buttons, with a red circle highlighting the 'Cancel' button.

## Add multiple students – upload template

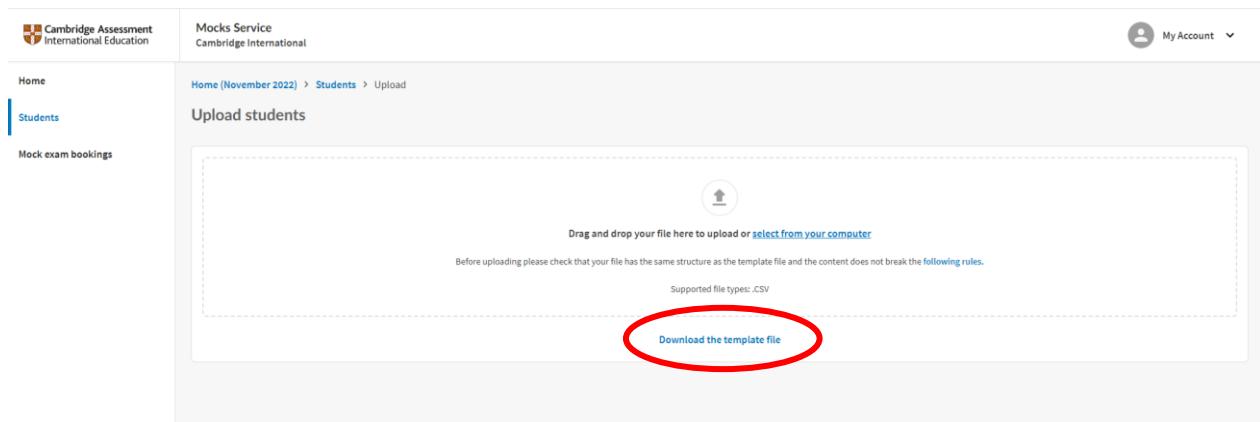
You can add multiple students using the **Upload students** button.



The screenshot shows the 'Students' list page. The 'Upload students' button is highlighted with a red circle. The table lists student details:

Candidate no. ↑	Name ↑	Date of birth	Gender	Actions
1000	34567	08-11-2020	Not specified	 
0252	Abel McLeod	01-03-2007	Male	 
0003	Alli Smith		Female	 
0004	Bl4		Not specified	 
0253	Greger Van Hout	01-04-2007	Male	 
0000	J Smith		Not specified	 
0002	Jane Smith	12-12-2000	Not specified	 

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



The screenshot shows the 'Upload students' screen. The 'Download the template file' button is highlighted with a red circle. The interface includes a file upload area and a note about file structure:

Drag and drop your file here to upload or [select from your computer](#)  
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

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

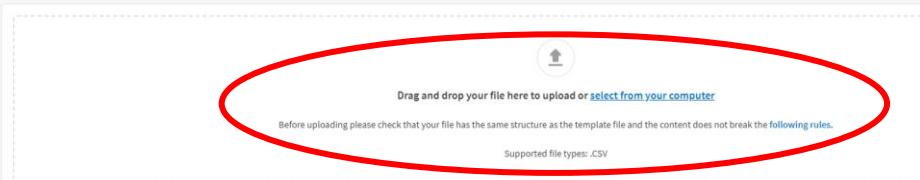
- Each student must have a candidate number in the range 0001 to 9999. If you are using Microsoft Excel, we recommend using candidate numbers in the range 1000 to 9999 as leading zeros can cause problems in the data.
- In any one centre, a student cannot have the same candidate number as another candidate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



Cambridge Assessment International Education

Mocks Service Cambridge International

My Account

Home Students Mock exam bookings

Home (November 2022) > Students > Upload

Upload students

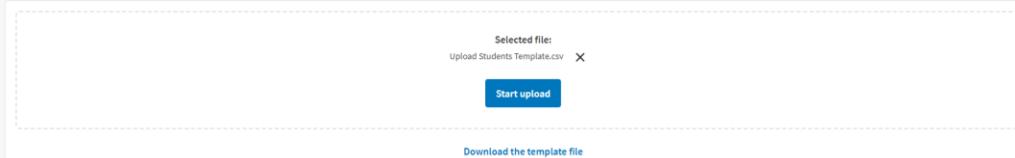
Drag and drop your file here to upload or [select from your computer](#)

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

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



Cambridge Assessment International Education

Mocks Service Cambridge International

My Account

Home Students Mock exam bookings

Home (November 2022) > Students > Upload

Upload students

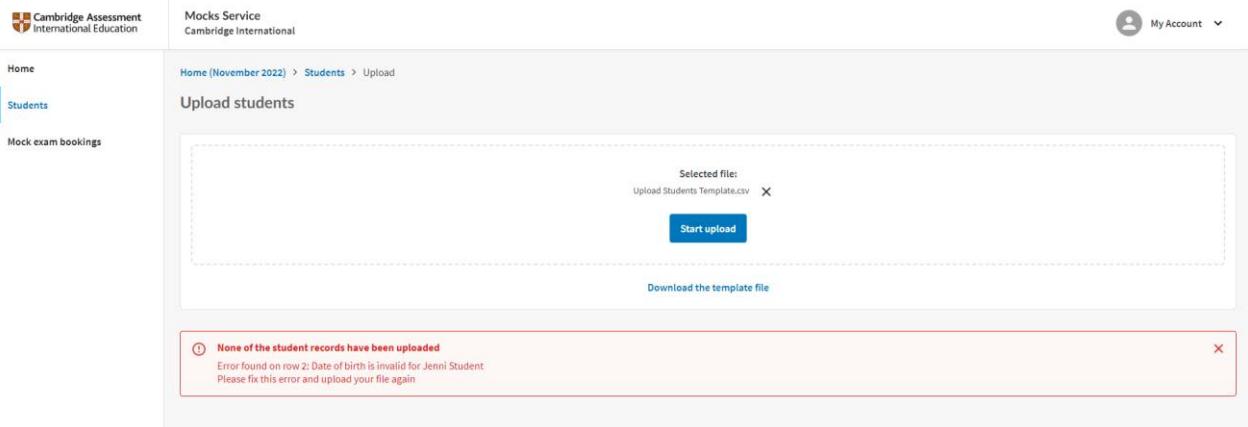
Selected file: Upload Students Template.csv

Start upload

Download the template file

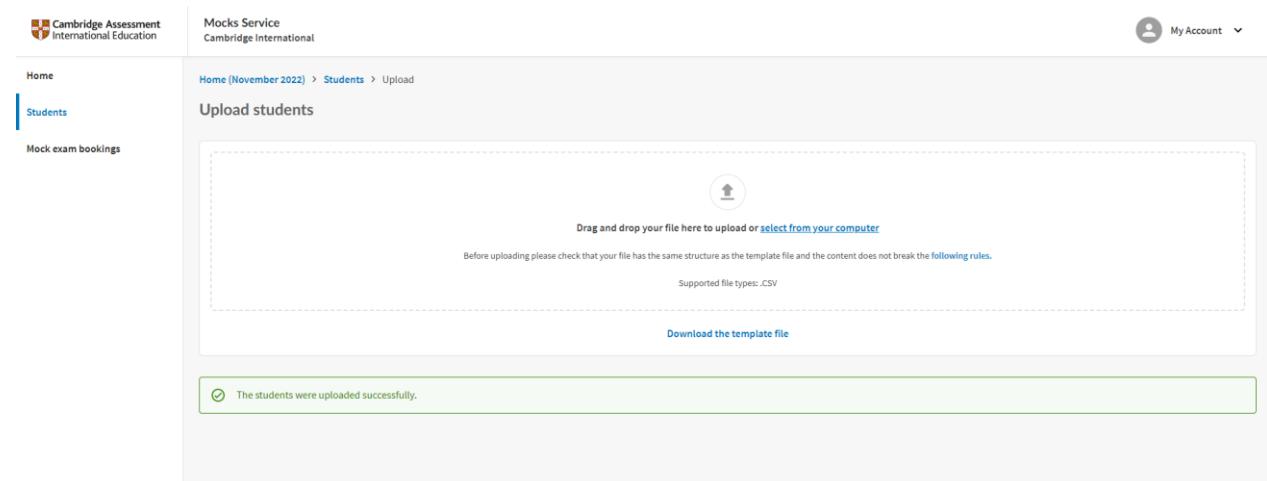
## Booking an exam (continued)

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



The screenshot shows the 'Upload students' page. The 'Selected file' is 'Upload Students Template.csv'. A red error message box contains the text: '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 see a message confirming this.



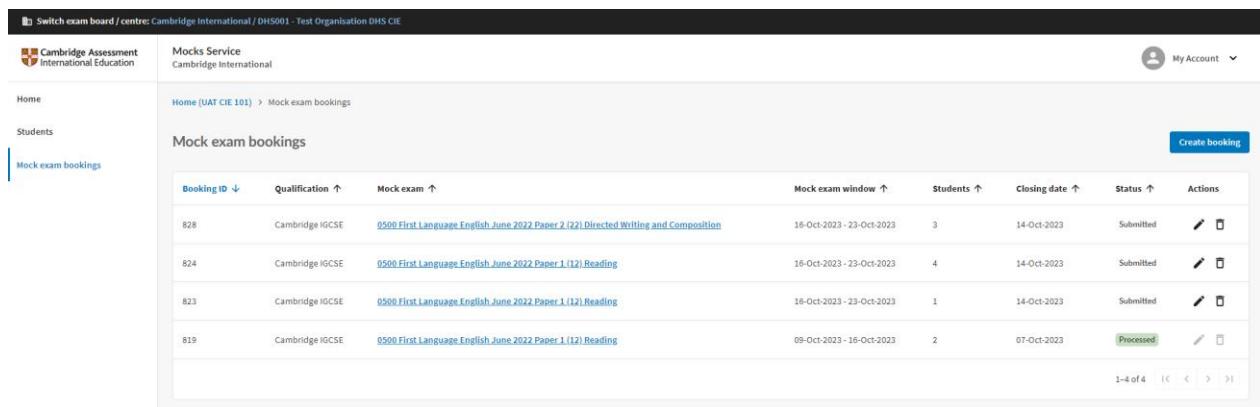
The screenshot shows the 'Upload students' page. A green success message box contains the text: 'The students were uploaded successfully.'

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 (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	 

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.

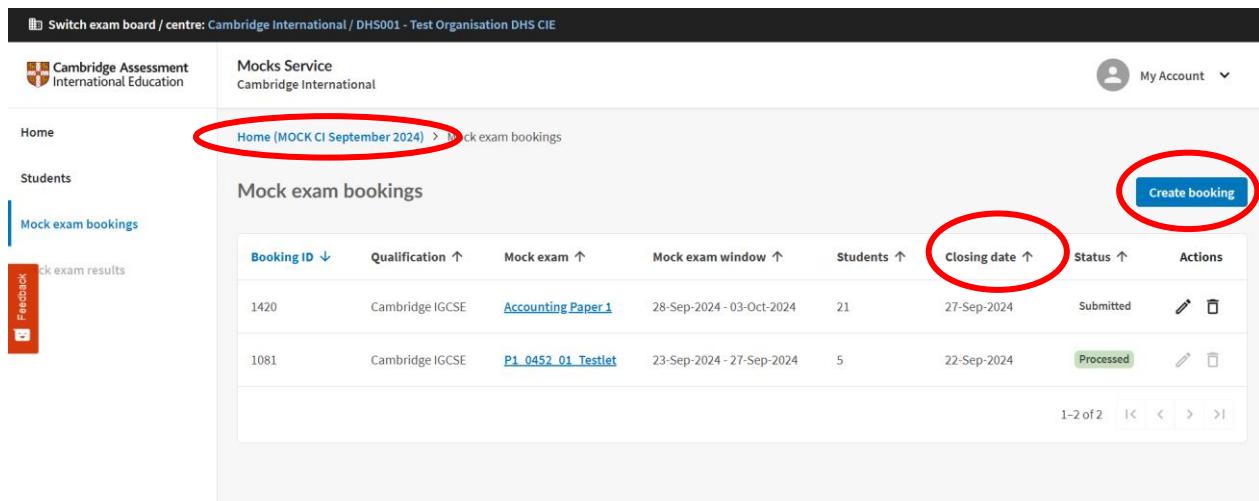
You can create one booking per exam window at a time. If you would like to book multiple exams, you will need to repeat the process to make multiple bookings.

## 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.

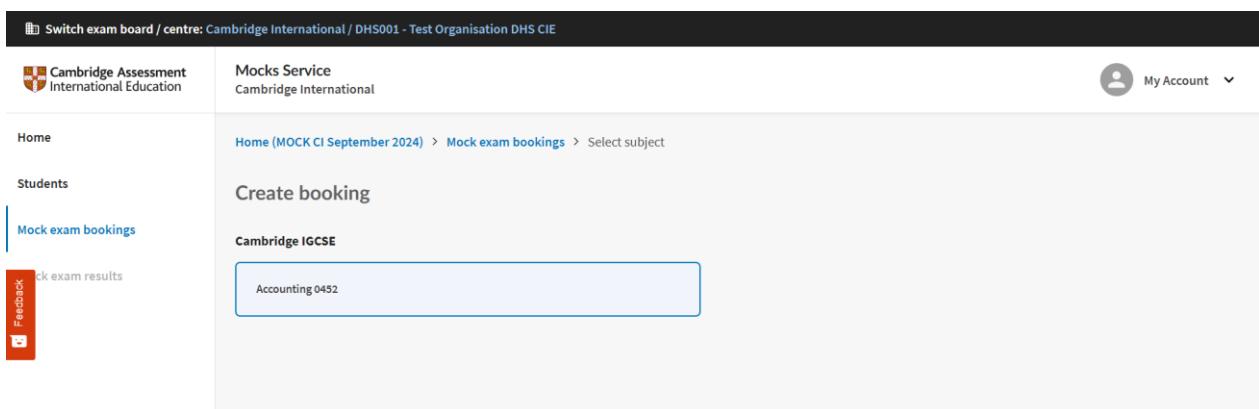
Bookings must be made by midnight (UTC\*) on the closing date shown.

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



The screenshot shows the 'Mock exam bookings' page. The left sidebar has 'Mock exam bookings' selected. The main area shows a table of bookings with columns: Booking ID, Qualification, Mock exam, Mock exam window, Students, Closing date, Status, and Actions. Two specific rows are visible: one for Booking ID 1420 (Cambridge IGCSE, Accounting Paper 1, 28-Sep-2024 - 03-Oct-2024, 21 students, 27-Sep-2024, Submitted) and one for Booking ID 1081 (Cambridge IGCSE, P1\_0452\_01 Testlet, 23-Sep-2024 - 27-Sep-2024, 5 students, 22-Sep-2024, Processed). A red circle highlights the 'Home (MOCK CI September 2024) > Mock exam bookings' breadcrumb. Another red circle highlights the 'Create booking' button in the top right corner of the main area. The table header includes a 'Closing date ↑' column.

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

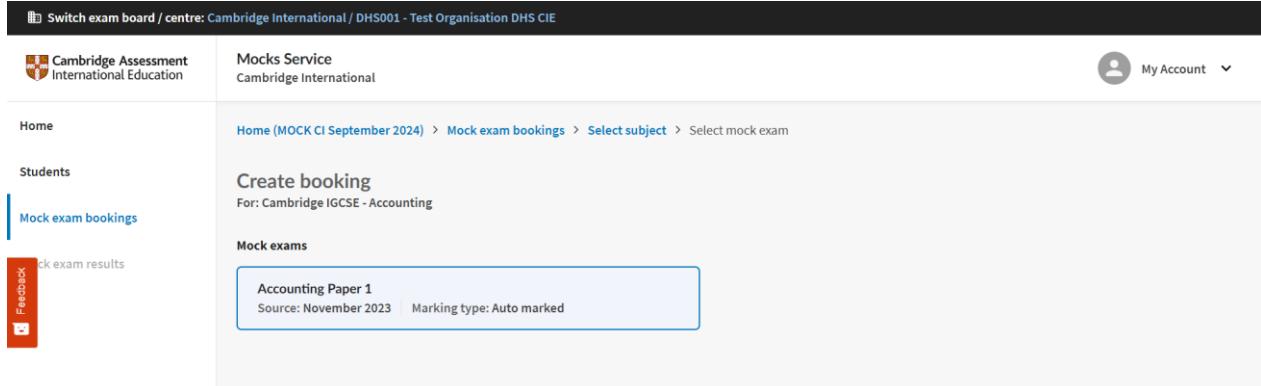


The screenshot shows the 'Create booking' page. The left sidebar has 'Mock exam bookings' selected. The main area shows a list of subjects under 'Cambridge IGCSE': Accounting 0452. A blue box highlights the 'Accounting 0452' entry.

## Booking an exam (continued)

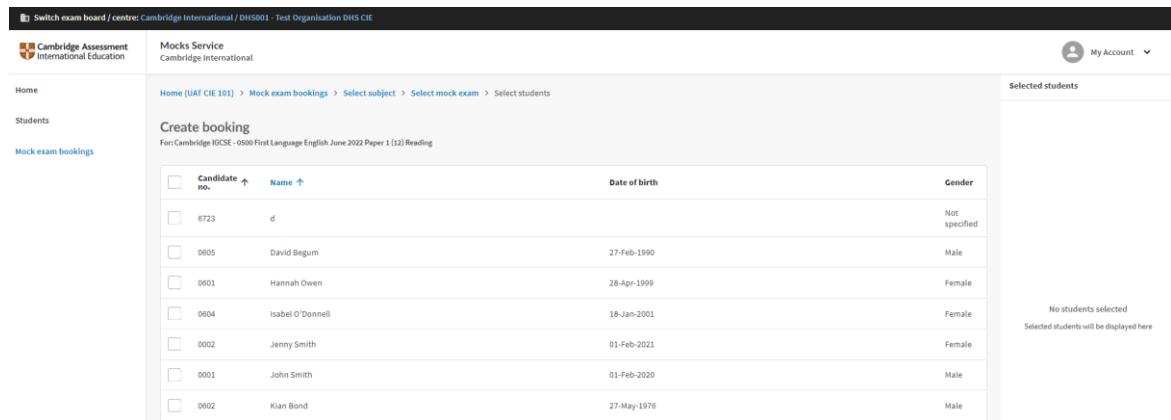
Once you have selected the subject, you will be asked to select the specific exam you want to book.

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).



The screenshot shows the 'Mock exams' section of the Cambridge International Mocks Service. A box highlights 'Accounting Paper 1' with 'Source: November 2023' and 'Marking type: Auto marked'.

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



The screenshot shows the 'Select students' page. A table lists candidates with columns for Candidate No., Name, Date of birth, and Gender. The table includes entries for David Begum, Hannah Owen, Isabel O'Donnell, Jenny Smith, John Smith, and Kian Bond. A note on the right states 'No students selected' and 'Selected students will be displayed here'.

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
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 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 / DHS001 - Test Organisation DHS CIE

Cambridge Assessment International Education Mocks Service Cambridge International

Home Students Mock exam bookings

Select all students

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

Candidate ↑ 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	Kian Bond
0603	Lewis Green

Cambridge Assessment International Education Mocks Service Cambridge International

Home Students Mock exam bookings

Click to select individual students

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

Candidate ↑ Name ↑ Date of birth Gender

<input 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 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

Selected students (2)

Cand. no.	Name
0601	Hannah Owen
0001	John Smith

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

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

Choose a mock exam window

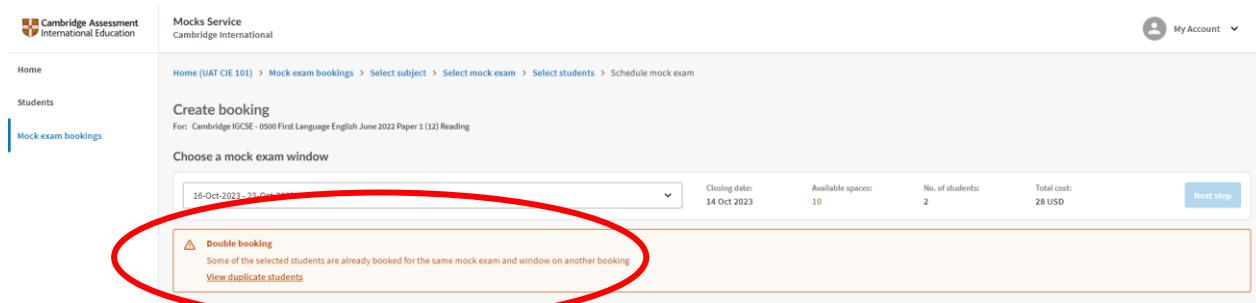
Select mock exam window: 16-Oct-2023 - 23-Oct-2023 | available spaces: 10

Booking date:	Available spaces:	No. of students:	Total cost:
	-	2	28 USD

Next step

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

## Booking an exam (continued)



Cambridge Assessment International Education Mocks Service Cambridge International

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

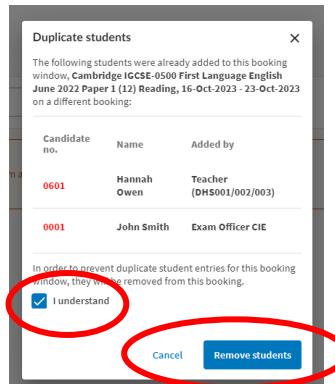
16-Oct-2023 - 23-Oct-2023

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

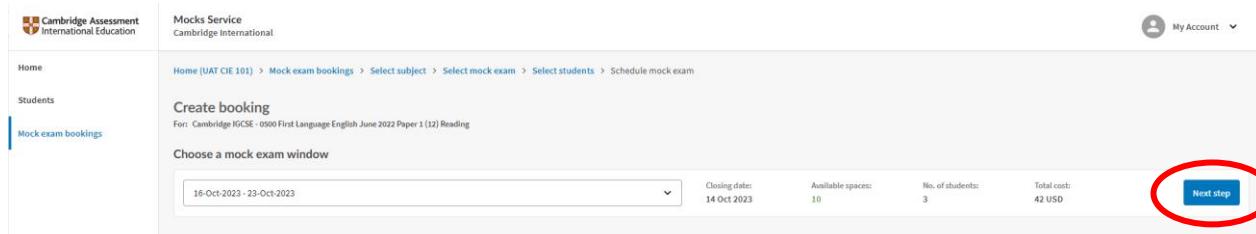
In order to prevent duplicate student entries for this booking window, they will be removed from this booking.

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 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

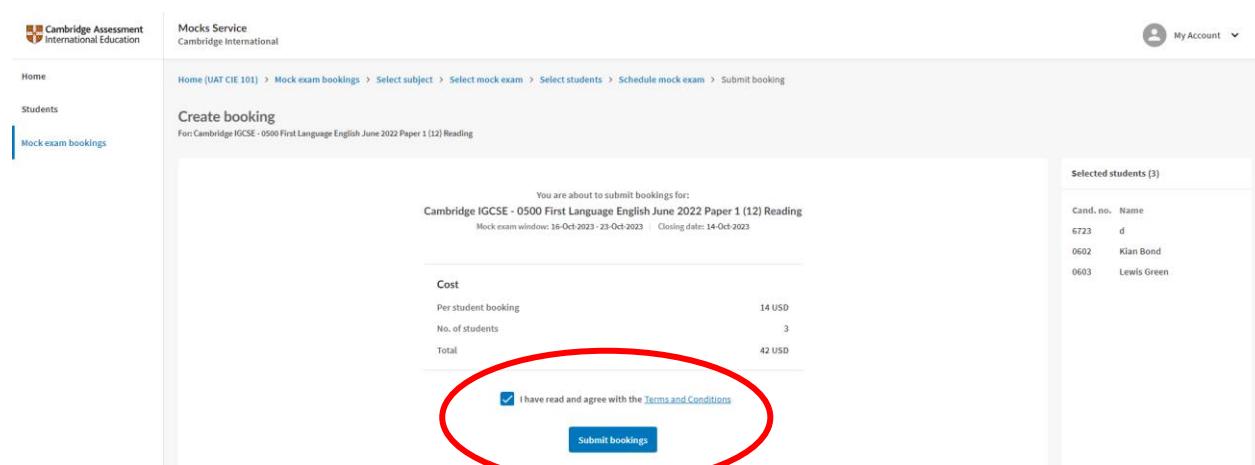
16-Oct-2023 - 23-Oct-2023

Closing date: 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)



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

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

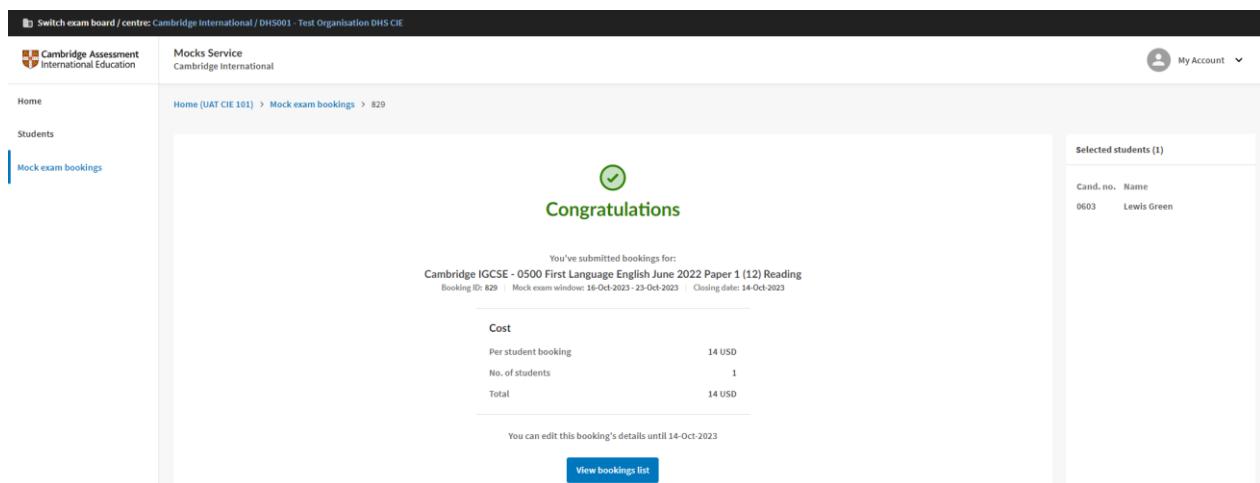
I have read and agree with the [Terms and Conditions](#)

**Submit bookings**

**Selected students (3)**

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

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



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

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

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

**View bookings list**

**Selected students (1)**

Cand. no.	Name
0603	Lewis Green

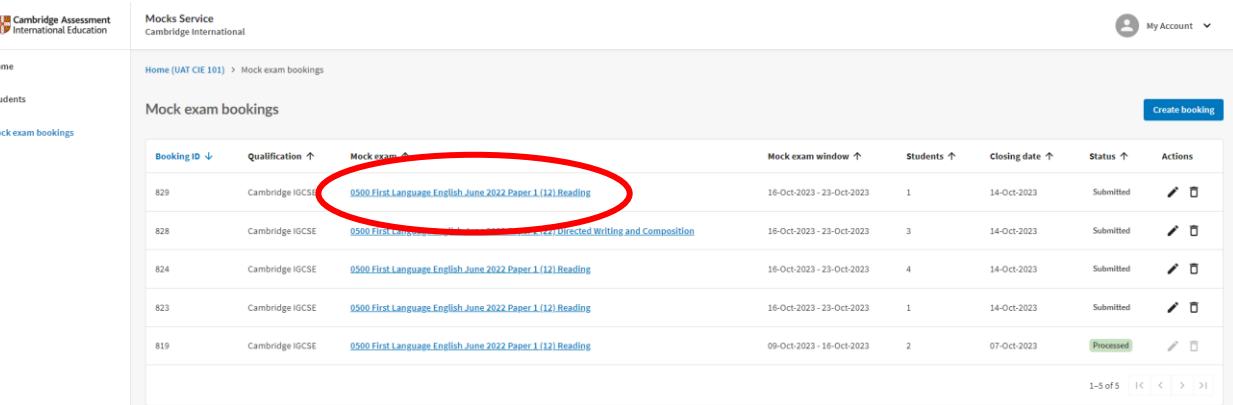
- The booking will be processed after the closing date.
- Once we have processed the booking, the status will change from **Submitted** to **Processed** on the **Mock exam bookings** screen.
- At this point the student details will be sent to **RM Assessment Master** and assigned to the exam booked.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

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

## Booking an exam (continued)

# Review bookings

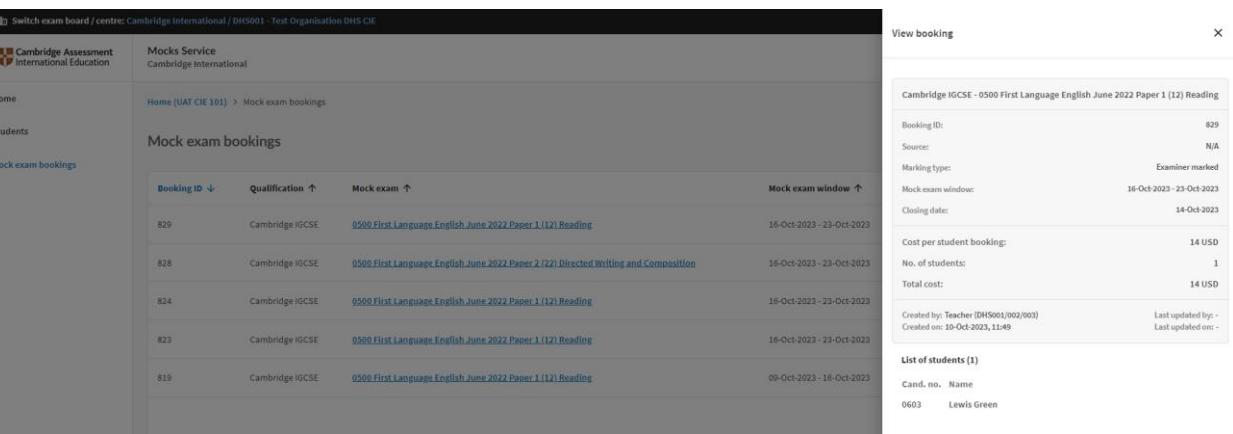
In the **Mock exam bookings** screen you can review your bookings. You can view the booking details by clicking on the mock exam from the list.



The screenshot shows a list of mock exam bookings. The first booking, '0500 First Language English June 2022 Paper 1 (12) Reading', is circled in red. The table columns are: Booking ID, Qualification, Mock exam, Mock exam window, Students, Closing date, Status, and Actions. The status for the circled booking is 'Submitted'.

Booking ID	Qualification	Mock exam	Mock exam window	Students	Closing date	Status	Actions
829	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	 
828	Cambridge IGCSE	<a href="#">0500 First Language English June 2022 Paper 2 (12) 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	 

A window will open that shows the booking information.



The 'View booking' window shows the details for the booking '0500 First Language English June 2022 Paper 1 (12) Reading'. The booking ID is 829, and the source is N/A. The marking type is 'Examiner marked'. The mock exam window is 16-Oct-2023 - 23-Oct-2023, and the closing date is 14-Oct-2023. The cost per student booking is 14 USD, and there is 1 student. The total cost is 14 USD. The booking was created by Teacher (DHS001/002/003) on 10-Oct-2023, 11:49. The list of students shows 1 student: Lewis Green (Cand. no. 0603).

## Booking an exam (continued)

### 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.

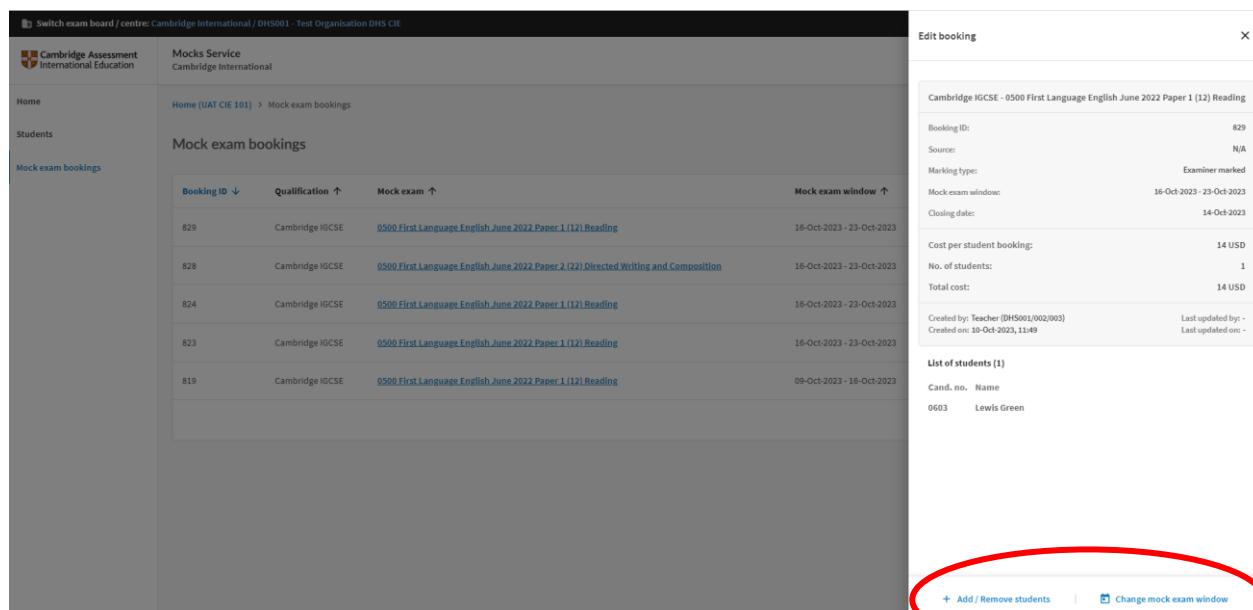
Please note that you cannot amend a booking with a **Processing** or **Processed** status. This means data has passed to the exam delivery system and cannot be amended.

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



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

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



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	 

**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)	Last updated by: -
Created on: 10-Oct-2023, 11:49	Last updated on: -

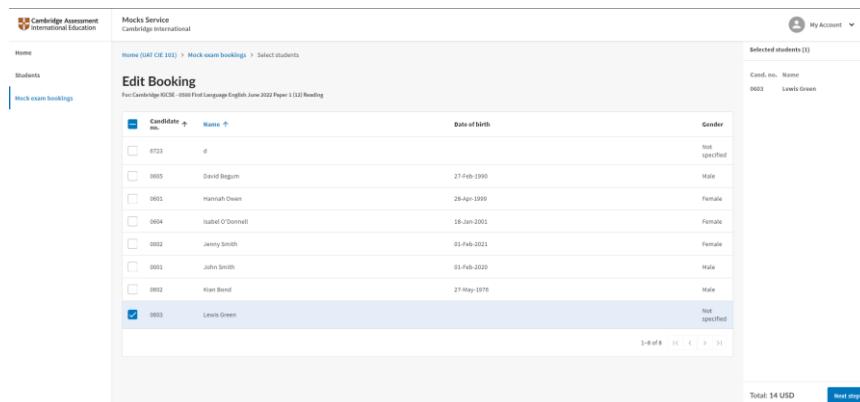
**List of students (1)**

Cand. no.	Name
0603	Lewis Green

**+ Add / Remove students** | **Change mock exam window**

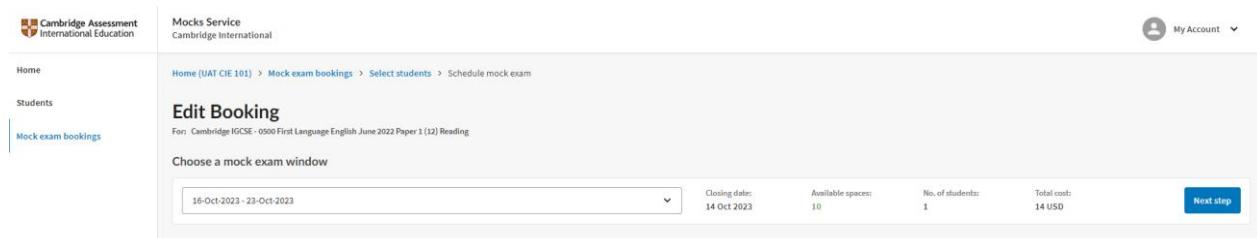
## Booking an exam (continued)

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



The screenshot shows the 'Edit Booking' page for Cambridge IGCSE - 0500 First Language English June 2022 Paper 1 (12) Reading. The 'Mock exam bookings' tab is selected in the navigation bar. The page title is 'Edit Booking' and the sub-section is 'Select students'. A table lists 8 students with checkboxes for selection. Student 0003, Lewis Green, has a checked checkbox. The table includes columns for Candidate#, Name, Date of Birth, and Gender. A 'Selected students (1)' section on the right shows 1 student: Lewis Green. The total cost is listed as 14 USD. A 'Next step' button is at the bottom right.

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**.



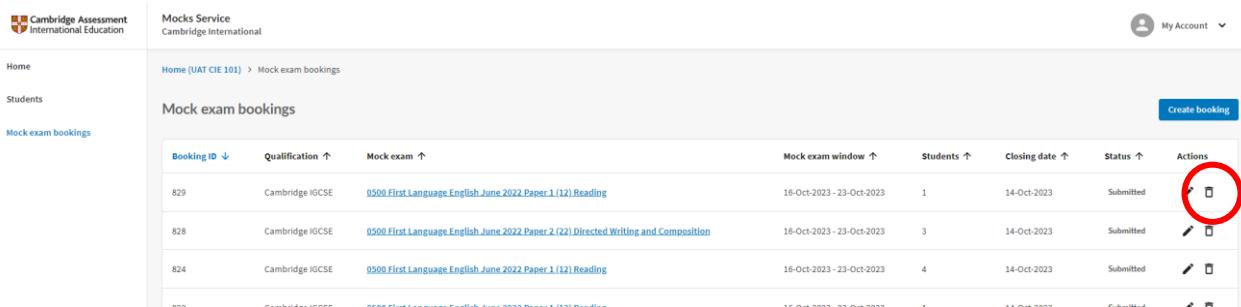
The screenshot shows the 'Edit Booking' page for Cambridge IGCSE - 0500 First Language English June 2022 Paper 1 (12) Reading. The 'Mock exam bookings' tab is selected in the navigation bar. The page title is 'Edit Booking' and the sub-section is 'Choose a mock exam window'. A dropdown menu shows the selected date range: 16-Oct-2023 - 23-Oct-2023. To the right, details are listed: Closing date: 14 Oct 2023, Available spaces: 10, No. of students: 1, Total cost: 14 USD. A 'Next step' button is at the bottom right.

## Booking an exam (continued)

### Delete a booking

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

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



Cambridge Assessment International Education Mocks Service Cambridge International

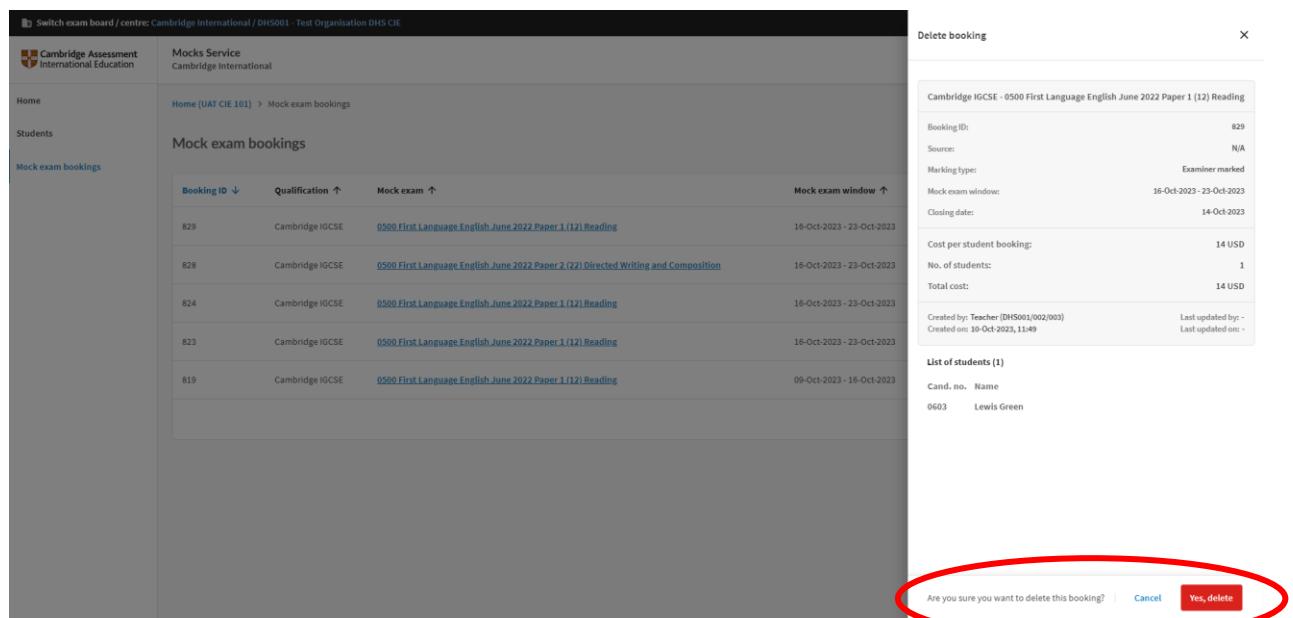
Home Students Mock exam bookings

Home (UAT CIE 101) > Mock exam bookings

Mock exam 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	 

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



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

Cambridge Assessment International Education Mocks Service Cambridge International

Home Students Mock exam bookings

Home (UAT CIE 101) > Mock exam bookings

Mock exam 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	1	14-Oct-2023	Submitted	 

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) Last updated by: -  
Created on: 10-Oct-2023, 11:49 Last updated on: -

List of students (1)

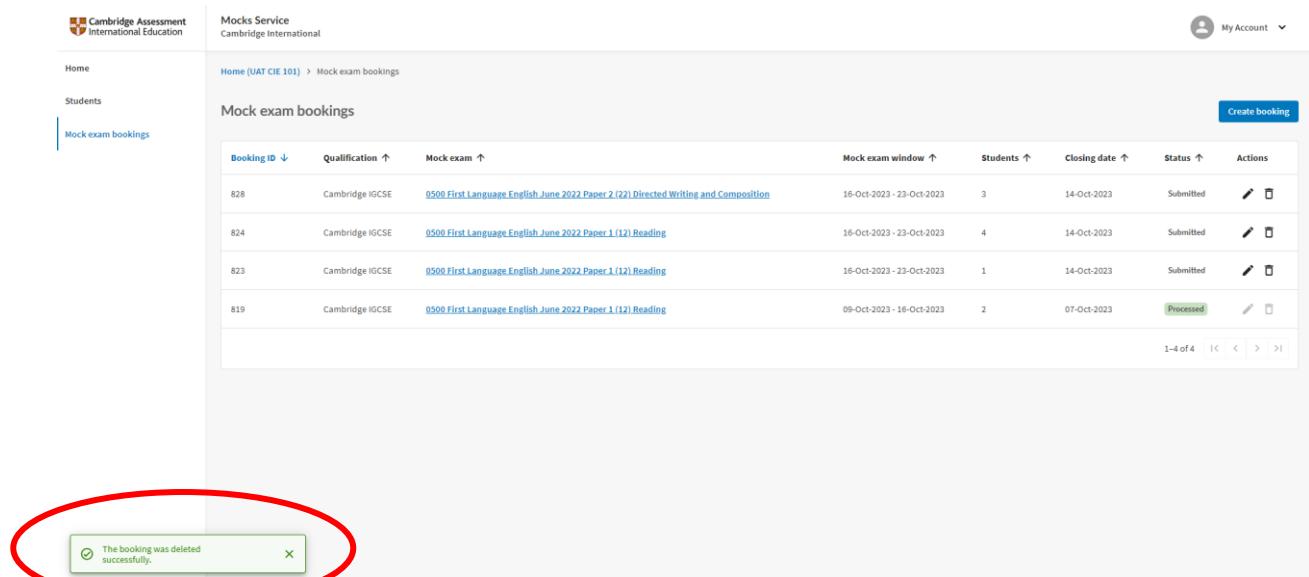
Cand. no. Name

0603 Lewis Green

Are you sure you want to delete this booking?  

## Booking an exam (continued)

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



The screenshot shows the 'Mock exam bookings' page of the Cambridge Assessment International Education Mocks Service. The page includes a header with the Cambridge Assessment logo, 'Mocks Service', and 'My Account'. A navigation menu on the left lists 'Home', 'Students', and 'Mock exam bookings' (which is selected). The main content area shows a table of mock exam bookings with columns for 'Booking ID', 'Qualification', 'Mock exam', 'Mock exam window', 'Students', 'Closing date', 'Status', and 'Actions'. There are four rows of data. At the bottom left of the page, a green box contains the message: 'The booking was deleted successfully.' with a small 'X' icon to close it. The entire message box is circled in red.

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 (22) 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	 

1-4 of 4 | < < > >|

## Contact us

If you have any questions, email [info@cambridgeinternational.org](mailto: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

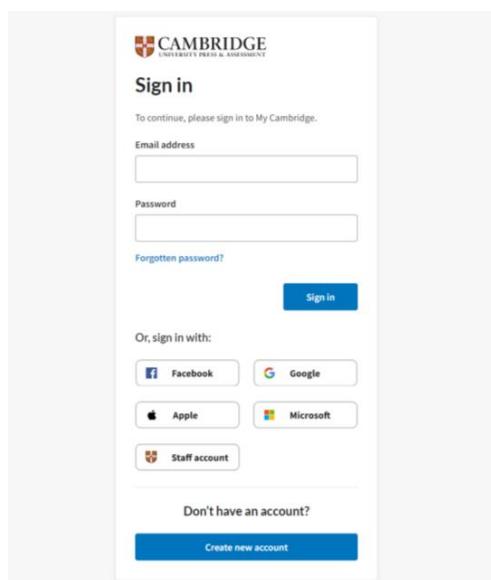
You can book exams in the **Digital Mocks Service** application accessed directly at:  
<https://booking.digitalexams.cambridge.org>

*(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](mailto: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.