



Cambridge ESOL Examinations in Australia

Tips for completing an online Block Entry (for schools entering candidates)

- Make sure you and your students understand the *Terms & Conditions – Australia*.
- Click on *Block Entry*.
- Log in using email and password provided (contact our office if you do not have one already).
- Select an exam session from the drop-down list. Click on *New Level* and select the exam levels for which you will be entering candidates. These will appear in the drop-down list on the left*.
- **Register each exam level separately.**
- You can register names one at a time or by uploading a CSV file**.
 - To register names one at a time, enter the *Last Name, First Name, Gender* and *Date of Birth* for each student sitting that exam level. Do not use the *Supp* or *CorpTeach* fields. Use the *Add* button after each candidate. Wrongly entered candidates can be removed by clicking the *Delete* option.
 - To upload a CSV file, click the *Upload Data* button, then *Browse* to locate your file for that exam level and click *OK*. Check that your candidates appear on the list further down the page.
- When more than 10 candidates have been added, a second page will be created, the numbering for which can be seen on the bottom right of the form.
- Check the box once you have read and accepted the *Terms and Conditions*.
- Sign the form (type name and date in the spaces provided) and click *Register*. This locks the form and no further changes can be made. **Do not sign the form until all your entries for that exam level have been made.** A candidate list will be sent to your login email address; the fees owing will be included.
- If you are not ready to register, click *Display Data* to see a list of your candidates or *Email Data* for a list to be sent to your login email address. You must go back to the list at a later date to make any final changes, because you **must** sign the form and click *Register* to actually confirm the registration.
- We must receive the online registration **and** correct payment by the entry closing date; late fees apply after this time.
- Repeat the process for each exam level for which you will be entering candidates.

Important!

- Make sure your students are fully aware of the *Terms & Conditions - Australia*, particularly the sections regarding withdrawal and transfer conditions.
- Make sure candidate names are spelt correctly, with spaces, hyphens, accents etc. in the right place. The name provided at enrolment is the name that will be printed on all exam mark sheets.
- We strongly advise you not to enter candidates until they have paid your school, as there are no provisions for withdrawals once enrolment is complete.

Common diacriticals...and how to access them on your keyboard!											
Press and hold ALT key and the digits listed below. Use the numeric keypad. Ensure the Num Lock is on.											
0224	à	0192	À	0236	ì	0204	Ì	0154	š	0138	Š
0225	á	0193	Á	0237	í	0205	Í	0249	ù	0217	Ù
0226	â	0194	Â	0238	î	0206	Î	0250	ú	0218	Ú
0227	ã	0195	Ã	0239	ï	0207	Ï	0251	û	0219	Û
0228	ä	0196	Ä	0241	ñ	0209	Ñ	0252	ü	0220	Ü
0229	å	0197	Å	0242	ò	0210	Ò	0253	ý	0221	Ý
0231	ç	0199	Ç	0243	ó	0211	Ó	0255	ÿ	0159	ÿ
0232	è	0200	È	0244	ô	0212	Ô	0158	ž	0142	Ž
0233	é	0201	É	0245	õ	0213	Õ				
0234	ê	0202	Ê	0246	ö	0214	Ö				
0235	ë	0203	Ë	0248	ø	0216	Ø				

* If you need to enrol a student for an exam in another centre in Australia, use the *show all exams* checkbox to select the relevant exam and centre.

Create one file per exam level for which you are entering candidates. Create these before you start, and save them somewhere easily accessible e.g. your desktop. Your files must have 5 fields in this order: *Last Name, First Name, Gender (M/F), Date of Birth (dd.mm.yyyy)*, the final field should contain a zero (0) after every candidate. Do **not include any headers.