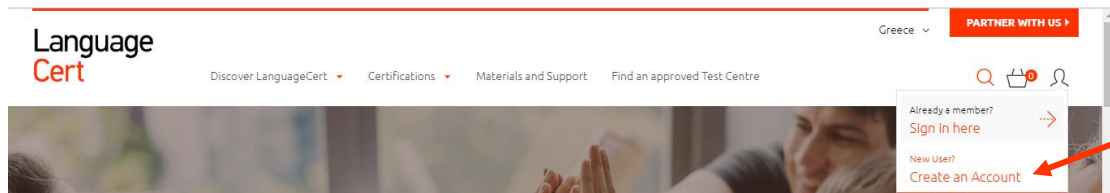# LanguageCert International ESOL

Candidate Registration Instructions -
Using an Exam Code

June 2019

ver01.0

1. **Create your LanguageCert Account** (If you already have an account skip to step 3.)



2. **Fill in the required information**

NEW USER?
SIGN UP WITH

YOUR SOCIAL MEDIA ACCOUNT



Signing up with social is super quick. No extra passwords to remember - no brain fail. Don't worry, we'd never share any of your data or post anything on your behalf.

YOUR EMAIL ADDRESS

Name

Surname

Email address

Country of residence

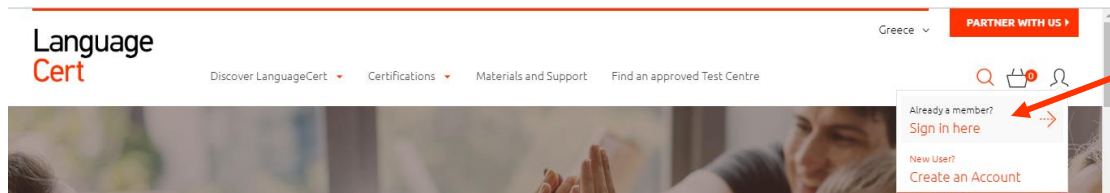Select country

Password

☐ I am over sixteen years old

☐ I agree to receive news and offers

☐ I agree to PeopleCert's Terms of Use and Privacy Policy

JOIN

By clicking JOIN you confirm that you have read and agreed with PeopleCert's Terms of Use & Privacy Policy. LanguageCert (PeopleCert Qualifications Ltd), member of PeopleCert Group, uses PeopleCert's state-of-the-art and innovative administration technologies and systems.

**3. Once you create your Account, <u>Sign in</u> to your Account using your credentials.**



**4. Insert your Exam Code and click *Confirm***
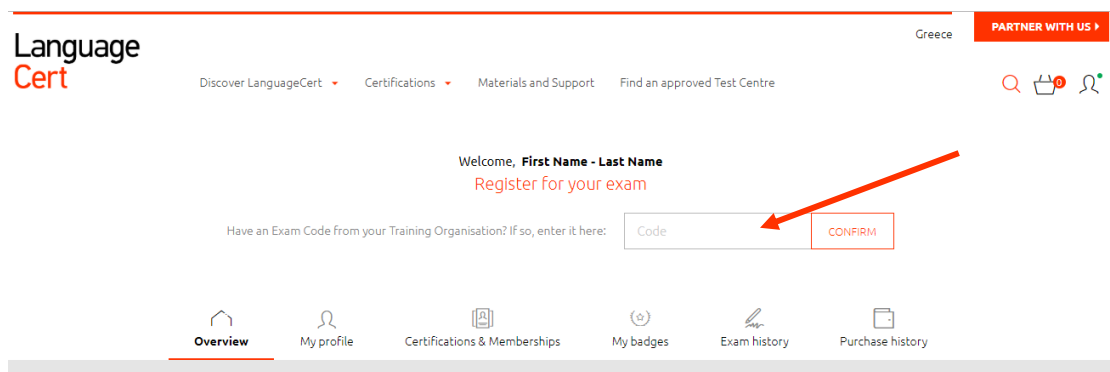
## 5. Complete your profile

**Welcome,**
*Complete your Profile*

IMPORTANT! Please ensure your legal name and surname match the
Legal ID Document you will be presenting during your exam. Failure to
submit correct details below will result in cancellation of your exam and
you will not be entitled to a refund.

| * First Name (Latin characters) | * Last Name (Latin characters) |
|---|---|
| | |
| * First Name (Native) | * Last Name (Native) |
| | |
| * Birth date | * Native Language |
| | Please select |
| * Gender | * Address |
| Please select | |
| * Mobile Phone | * City |
| | |
| * Postal Code | |
| Please select | |

## 6. Fill in your Exam Information and then click *Confirm My Exam*. Fields marked with an asterisk are mandatory.

**Welcome, FIRST NAME and LAST NAME**
*Additional data needed for registration*

Please complete the required fields and click on Confirm my Exam

**CANDIDATE INFORMATION**

| First Name (Latin characters) | First Name (Native) |
|---|---|
| **FIRST NAME** | **FIRST NAME** |
| Last Name (Latin characters) | Last Name (Native) |
| **LAST NAME** | **LAST NAME** |
| Product | * Exam Language |
| **EXAM** | English |
| Test Center | Voucher Category |
| Expiration Date | |

**EXAM INFORMATION**

| * Exam Location | * Exam Postal Address |
|---|---|
| | |
| * Exam Country | Trainer |
| | Select |

Additional recipients email addresses (up to 3 separated by semicolon ";")

*denotes mandatory field

*Rescheduling an exam up to 48 hours before its start time is free. Read more*

**CONFIRM MY EXAM**

7.  **Select the date and time for your exam & click** *Add Selected Slot to Basket*



8.  **Expect to receive an automated email with your booking confirmation and instructions on how to run the exam**

9.  **Expect to receive an automated reminder email 24 hours before the exam**

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