



Phase 6: Administering the candidate results service Video transcript

You can give candidates access to the Candidate Results Service, so they can view their results online as soon as they are published.

Log in to CIE Direct (<https://direct.cie.org.uk>) and click on the 'Candidate Results website'.

Select the relevant series from the dropdown menu and click 'Go'.

Click 'Edit status' and select whether you want to allow access to:
'NO candidates'
'ALL candidates'
or 'Selected candidates'

Fill in the details. At this stage you can also choose to add a delay to when your candidates can view their results.

Click 'Confirm'.

The system produces a PDF file for each candidate. The file tells them their login details and the time their results will be available. Save the files and send them to the relevant candidates.

Now you have created logins for your candidates, they can access their results directly on the date specified on the PDF.

To do this, they must go to the candidate results website at myresults.cie.org.uk and log in using the details on their PDF document.

Always make it clear to candidates that these results are provisional. The final results are those shown on the certificates.

If you work for an Associate Centre, you can only give your candidates access to the Candidate Results Service if your Cambridge Associate has given you permission to do so through CIE Direct.

For further guidance go to www.cambridgeinternational.org/results