

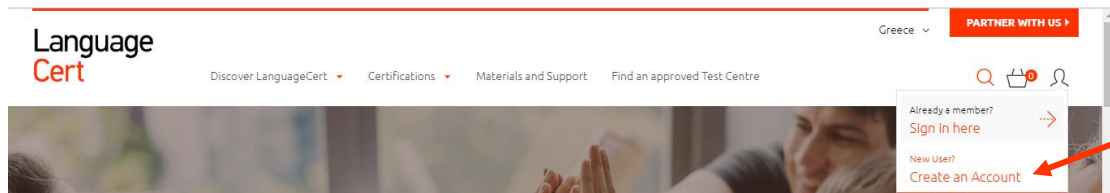
## Candidate Registration Instructions - Using an Exam Code

LanguageCert International ESOL  
LanguageCert Test of English  
LanguageCert USAL esPro

August 2020

ver01.2

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



2. Fill in the required information

**NEW CANDIDATE?**  
SIGN UP WITH

CANDIDATE'S SOCIAL MEDIA ACCOUNT

---

Continue with Facebook

Login with LinkedIn

Sign in with Google

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.

CANDIDATE'S EMAIL ADDRESS

---

Is the Candidate under 16 years old?

REGISTER A CANDIDATE UNDER 16 -->

---

First / Middle Name(s)  ⓘ

Surname

Email address

Country of residence

Password

I am over sixteen years old

If the candidate is under 16 years old, you have to [create an Under 16 Candidate account](#)

I agree to receive news and offers

I agree to PeopleCert's [Terms of Use and Privacy Policy](#)

JOIN

## Important Note – Candidates below the age of 16

Legal Guardian's full contact information and consent are required. Consent will allow the Candidate to access the full range of services offered by LanguageCert and PeopleCert. Legal Guardian must be present on the day of the exam, during the on-boarding process, and must provide their consent for the exam to be recorded, as per LanguageCert Privacy Policy and Terms of Use.

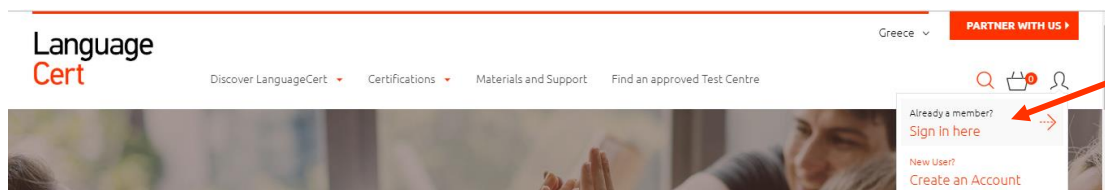
### CANDIDATE'S EMAIL ADDRESS

---

Is the Candidate under 16 years old?

[REGISTER A CANDIDATE UNDER 16](#) >>>


3. Once you create your Account, **Sign in** to your Account using your credentials.





### ALREADY REGISTERED?

LOGIN WITH

YOUR SOCIAL MEDIA ACCOUNT

 Continue with Facebook

 Login with LinkedIn

 Sign in with Google

YOUR EMAIL ADDRESS

E-mail

Password

LOGIN

[Forgot Password?](#)

Not a member yet? [Sign up here](#)

#### 4. Insert your Exam Code and click *Confirm*

The screenshot shows the LanguageCert website header with the logo, navigation links (Discover LanguageCert, Certifications, Materials and Support, Find an approved Test Centre), and a 'PARTNER WITH US' button. The main content area displays a welcome message: 'Welcome, First Name - Last Name' and a link to 'Register for your exam'. Below this, there is a form with the text 'Have an Exam Code from your Training Organisation? If so, enter it here:' followed by a text input field labeled 'Code' and a red 'CONFIRM' button. A red arrow points to the 'CONFIRM' button. At the bottom, there is a navigation menu with icons and labels for 'Overview', 'My profile', 'Certifications & Memberships', 'My badges', 'Exam history', and 'Purchase history'.

#### 5. Complete your profile

The screenshot shows the 'Complete your Profile' page. It features a welcome message: 'Welcome, Complete your Profile'. Below the message is an important notice: '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.'

The screenshot shows a profile completion form with two columns of fields. The left column contains: 'First Name (Latin characters)', 'First Name (Native)', 'Birth date', 'Gender', 'Mobile Phone', and 'Postal Code'. The right column contains: 'Last Name (Latin characters)', 'Last Name (Native)', 'Native Language', 'Address', and 'City'. Each field is marked with an asterisk (\*). The 'Gender' and 'Postal Code' fields are dropdown menus with 'Please select' as the default option. The 'Birth date' field has a calendar icon. The 'Native Language' field has a dropdown menu with 'Please select' and a downward arrow.

#### 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		EXAM INFORMATION	
First Name (Latin characters) <b>FIRST NAME</b>	First Name (Native) <b>FIRST NAME</b>	* Exam Location	* Exam Postal Address
Last Name (Latin characters) <b>LAST NAME</b>	Last Name (Native) <b>LAST NAME</b>	* Exam Country	Trainer
Product <b>EXAM</b>	* Exam Language		Select
Test Center	Voucher Category	Additional recipients email addresses (up to 3 separated by semicolon ";")	
Expiration Date			

\* 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**

Presenting time slots in (UTC+02:00) Athens, Bucharest

▲ Make sure that the correct timezone for your exam location is selected on the above menu.

← PREVIOUS 7 DAYS      NEXT 7 DAYS →

Mon 22 Apr	Tue 23 Apr	Wed 24 Apr	Thu 25 Apr	Fri 26 Apr	Sat 27 Apr	Sun 28 Apr
Monday, 25 February 2019						
		00:00 - 07:59	08:00 - 15:59	<b>16:00 - 23:59</b>		

Your exam will start at:

17:15    18:10    18:30    19:15    19:35

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

LanguageCert is a business name of PeopleCert Qualifications Ltd, UK company number 09620926.

Copyright © 2019 - 2020 LanguageCert

All rights reserved. No part of this publication may be reproduced or transmitted in any form and by any means (electronic, photocopying, recording or otherwise) except as permitted in writing by LanguageCert. Enquiries for permission to reproduce, transmit or use for any purpose this material should be directed to LanguageCert.

#### DISCLAIMER

This publication is designed to provide helpful information to the reader. Although care has been taken by LanguageCert in the preparation of this publication, no representation or warranty (express or implied) is given by LanguageCert with respect as to the completeness, accuracy, reliability, suitability or availability of the information contained within it and neither shall LanguageCert be responsible or liable for any loss or damage whatsoever (including but not limited to, special, indirect, consequential) arising or resulting from information, instructions or advice contained within this publication.