

## Ordering Cambridge AICE transcripts (exam scores)

If you want your passing score for your AICE exam(s) to be accepted for credit at college, you must order your Cambridge transcript YOURSELF.

- ✓ NOTE: You may want to do this on your phone for ease of uploading your photo.
- ✓ Go to North Port AICE.com.
- ✓ Click on “Transcripts” at the top
- ✓ Click on “Link to Transcript Ordering Website”
- ✓ Create an account
  - Email: You need to use a valid email that you can get to immediately. You will need to click a link in an email to finish creating your account.
  - ID: Take a picture of your license or birth certificate and upload. YOU CANNOT USE A SCHOOL ID.
  - If you have an iPhone, your photo will be too large. On your phone, choose to upload the photo from your gallery (rather than taking a new photo) and there is a place at the bottom of the photo where you can reduce the image size so it will meet the size requirement.
- ✓ Our center is US621 (or type in North Port).
- ✓ YOU DO NOT NEED YOUR CANDIDATE NUMBER. They will ask but it is optional. Just fill in everything else.
- ✓ You probably took exams over three years. Put in June of your graduation year, then click "add series" at the bottom (it is small and easy to miss) and add June of your junior year. Repeat with June of your sophomore year. If you passed any exams as retakes, those are November.
- ✓ Type in the name(s) of the college(s) you plan to attend (you can put in up to 6 colleges).
- ✓ Confirm and send
- ✓ NOTE: Only passing scores are reported, and you cannot send a score report to yourself.

You will receive an email saying that your request has been received. This does not mean your results have been sent. It is VERY important to check your email regularly until you receive a confirmation email that Cambridge has ***made your scores available***. If you receive an email that there is a problem with your request, they will not send your results until you fix whatever it is that is causing the delay.

If you have the email from Cambridge that your results have been made available, but your college still says they have not received them, your college probably does not understand that they are not going to receive a physical or email copy of your scores. The college needs to go online to the Cambridge portal to get your scores. The confirmation email Cambridge sent you will explain this, and you can use that email to help you explain the procedure to your college.