

APPLICATION INSTRUCTIONS FOR THE CAEL SCORES VERIFICATION SYSTEM

Applying to gain access to the CAEL Scores Verification System (SVS) is simple and straightforward:

1. Download and complete the CAEL Scores Verification Application Form from the Scores Verification page of the CAEL website, located at cael.ca/sivs.
2. Email the completed form to verify@paragontesting.ca with the subject line "CAEL SIVS Application". Once received, our CAEL staff will review your form submission.
3. Once your CAEL Scores Verification Application Form has been reviewed, a CAEL staff member will contact you via the information provided in the CAEL Scores Verification Application Form, and provide you with instructions on how to use the SVS.
 - a. Each institution, once authorized, can have up to 5 Administrator Users, and 25 Sub Users. For more information about what each type of user can access, please refer to the SVS Instruction Guide.

When completing the CAEL Scores Verification System Application Form, post-secondary institutions have the choice of subscribing to the "**Bulk Scores Download**" option. This feature provides post-secondary institutions with score information from all individuals who have selected to submit their CAEL scores to that institution. Once a post-secondary institution has selected this option, they will no longer receive Official paper score reports in the mail.

If you have any additional questions about the CAEL Scores Verification System (SVS), or questions about submitting a CAEL Scores Verification System Application Form, please contact us:

Email: verify@paragontesting.ca

Phone: 1-855-520-2235 (Toll Free within North America)

1-(604) 674-8664

Fax: 1-(604) 253-1287