

Cambridge Exams INFORMATION SHEET FOR CANDIDATES

BEFORE THE EXAM

CHANGES

The registration for an exam is binding. After the end of registration, the exam fee cannot be refunded. If you decide to cancel your registration before the end of the regular registration period, you are entitled to refund of 100% of the exam fee. You can find the application form on the website of the British Council.

The date or exam level cannot be changed, nor can the exam be postponed to the following exam period.

The date of the Speaking part is set locally and in accordance with Cambridge ESOL rules. The dates for individual candidates are set at random; however, requests are taken into account (see the section Dates of Speaking Parts). If the set date is not convenient for you, it is possible to change it only for serious reasons and on the condition that there are other dates announced for this part. Every reason must be supported by a written document (a document on a business trip, a copy of an air ticket, etc).

STATEMENT OF REGISTRATION

The candidates registered for **KET, PET, BEC** by **15. 2. 2012**; for **FCE, CAE a CPE** by **3. 2. 2012**

If you do not receive the Statement of Registration by this date you should contact us immediately.

SPECIAL ARRANGEMENTS FOR THE COURSE OF THE EXAM

All the candidates who have a health handicap of a short-term or long-term nature can request a special session of the exam or modified materials or possibly both. The British Council and Cambridge ESOL try to accommodate these candidates as much as possible. A request for a special arrangement must be submitted not later than by the end of the regular registration period and must be supported by a document from a specialist physician. You can find more detailed information on the individual cases and arrangements at www.britishcouncil.cz in the section "Special Circumstances".

Special arrangements cannot be requested for the Computer Based exams.

!The requests submitted after the end of the regular registration period will not be accepted!

EXAM SCHEDULE

All candidates should receive an invitation with information on the dates, times and places of the exam at their **e-mail addresses** provided upon registration by the following deadlines:

KET, PET, BEC by **24. 2. 2012**.

FCE, CAE, CPE by **15. 2. 2012**.

!If you do not receive the invitation by the set deadline, you should contact us immediately!

ON THE DAY OF THE EXAM

DATES OF EXAMS

KET, PET	17.3.2012	CPE	10.3.2012
KET/PET for Schools	10.3.2012	BEC Preliminary	15.3.2012
FCE	10.3.2012	BEC Vantage	16.3.2012
CAE	17.3.2012	BEC Higher	14.3.2012

Most of the exams take place over two days (written part, speaking part). The above dates concern the written part of the exam. These dates have been set by Cambridge ESOL as fixed dates and they cannot be changed.

Dates of Speaking Parts

Dates of the speaking parts are set locally and are held in the time periods or dates below. Most speaking parts of the examinations are held on Saturdays. You will be notified of the assigned date for **KET, PET, BEC** by **24. 2. 2012**, for **FCE, CAE, CPE** by **15. 2. 2012**. Speaking part of the **KET, PET, KET/PET for Schools**, and **BEC** might be run on the same day as the written part.

The speaking part of the **FCE** and **CPE** exams will take place during the period **24.2 - 11.3.2012**

The speaking part of the **CAE** exams will take place during the period **2.3. - 18.3.2012**.

The speaking part of the **KET for Schools and PET for Schools** exams will take place during the period **2. -12. 3. 2012**

The speaking part of the **KET, PET a BEC** exams will take place during the period **9. - 19. 3. 2012**

If, for any reason, one of the previously set dates of the speaking part is not convenient for you, notify us of this fact during the regular registration period and the British Council will accommodate your request. Requests submitted later will only be taken into account for serious reasons.

ARRIVAL AT THE EXAM

You should arrive in time for each individual part of the exam at least 15 minutes (for the speaking part) and 30 minutes (for the written part) before the set beginning of the exam. Find out in advance how much time you will need to get to the place where the exam will take place. If you arrive late, it can regrettably happen that you will not be allowed to take the exam.

WHAT TO BRING WITH YOU

You should bring with you the invitation to the exam, a valid identity document (see below) and a ball-point pen. The British Council will provide you with pencils and erasers. With regard to the fact that the written part of the exam takes several hours, we recommend that you should bring water to drink.

We recommend that you should refrain from bringing expensive personal things with you.

IDENTITY DOCUMENT

(for your identification on the day of the exam or upon collection of your certificate)

Each candidate is obliged to prove their identity using **one** of the identity documents stated below.

Candidates 15 years and over

- Czech citizens – national ID card/ passport/ driving licence
- EU citizens - national ID card/ passport
- Foreign nationalities – passport

Candidates under 15 years

- Czech citizens – passport/ transport season ticket with a photo/ Candidate Identification Form (see our web for more info)
- Foreign nationalities – passport

New!! Cambridge English: Advanced (CAE) – test day photos required from 2012

From March 2012 all candidates taking Cambridge English: Advanced (CAE) are required to have their photograph taken on the day of their test.

We are introducing this because of the increase in candidates using their Cambridge English: Advanced qualification for immigration purposes and applying for work, university and college.

When candidates register to take the exam, they will be asked to sign to give their consent for the photograph. If candidates are under 15, their parents will need to give consent. (See the application form)

Test day photos ensure that your exam is secure and is even more trusted and valued. Photos taken on the day of the test are made available on the Results Verification Service website along with your test results.

Candidates can control who can access their results and view their photo by giving your Candidate ID number and Candidate secret number to universities, employers and other organisations you want to be able to verify your results.

This new regulation is one of a series of measures that have been introduced by Cambridge ESOL in order to further enhance the security and integrity of the Cambridge English: Advanced examination.

COMMENTS ON THE RUNNING OF THE EXAM

If you have any comments on the running of the exam, you should contact the person in charge in the hall immediately after the exam. During the listening test, you have an opportunity to express comments after listening to the introductory testing audio record.

MATERIALS FROM THE EXAM

We would like to inform you that all the candidates' work becomes the property of Cambridge ESOL after the exam and therefore it is regrettably not possible to make it available to you for inspection.

REFUNDING THE FEE FOR THE EXAM

If you are unable to participate in the written part of the exam due to illness, 50 % of the registration fee will be refunded to you at your request (this can be downloaded at www.britishcouncil.cz), if you submit a document certifying the illness, issued by a physician. This certificate needs to be delivered to the centre concerned no later than within 7 days after the date of the written part of the exam. The 50% refund applies only to the basic examination fee.

If you are unable to participate in the speaking part of the exam due to illness or some other serious reason, please immediately contact the centre where you are to take the exam. We will probably be able to offer you an alternative date.

Candidates who do not take the exam for any other reason than a health-related reason and candidates who fail the exam are not entitled to receive any refund of their exam fee.

RESULTS AND CERTIFICATES

RESULTS

The results of the exams are available online from the date stated in the table below. You will receive the information on how one can find out your result (the procedure, the website and the access codes) either during the exam or by mail (depending on the practice of the centre concerned). If there are any complications with the online availability of the result, the exam centre concerned will send you the result by mail upon request. This mailing is not done automatically. In order to maintain secure protection of personal data, we do not communicate the results either over the telephone or by e-mail.

CERTIFICATES

You can collect the certificate in the centre through which you registered after presenting your identity document (see section Identity document above) and your candidate number. If you cannot collect the certificate in person, you can authorise another person to do so. For more information about the authorisation of another person see our web, section Results and certificates. Upon request, we can send you the certificate by post. However, for security reasons, we do not recommend this option to you (more information on our web, section Results and Certificates)

WARNING

The certificates are retained for a period of two years from the date on which they are to be collected. After expiration of this period, all uncollected certificates will be destroyed.

We would also like to point out to you that the provider of the Cambridge ESOL exams is a foreign institution and as such it does not use diacritics. Therefore your name will be on the certificate without diacritics. This fact has no effect on the future recognition of your certificate by governmental or private entities.

	RESULTS	CERTIFICATE		RESULTS	CERTIFICATE
KET, PET	27.4.2012	21.5.2012	BEC P	30.4.2012	22.5.2012
KET/PET for Schools	20.4.2012	11.5.2012	BEC V, H	30.4.2012	23.5.2012
FCE, CAE, CPE	30.4.2012	22.5.2012			

REVIEW OF THE RESULT

Cambridge ESOL is an organisation which has close to one hundred years of experience with the creation and evaluation of tests. The multiple choice part of the tests (where the candidate has to choose from a number of options) is evaluated by an optical scanner. The parts with open-ended answers (you create the answer on your own; there are no options to choose from) and the written test are evaluated by a team of specially-trained people who are trained every year and monitored on a regular basis. If, in spite of all this, you have doubts about the achieved result, you can request its review. There are two types of reviews:

Administrative review (recounting the points, check on the result) – this service must be requested within one month from when the result was released and it is provided for free. **Complete review of tests** (except for the result of the speaking part) – this is a paid service and it must follow only after an administrative review. Contact us for more information.

!All exam materials become a property of Cambridge ESOL immediately after the exam and therefore it is not possible to release them for your inspection!