

# Conditions and Regulations for Entry

Please ensure that this information is distributed to all the teachers running Cambridge examination courses.

In the case of an examination not being available in your area due to lack of adequate interest, schools have the possibility of sending candidates to other neighbouring locations. Please contact this office if you require any assistance regarding the Cambridge ESOL examinations.

## 1. Exam Dates

- For examination dates and closing dates for entries, please consult the relevant Examination Calendar for the session. Candidates should only enter if they are free to attend their exams on all dates given for their level. There is no possibility to choose a date or time.

## 2. Speaking Test

- The dates are clearly shown on the Examinations Calendar. Candidates are expected to attend the Speaking Test at any time on the given dates. There is **NO** possibility to choose a date, time or partner as these are all assigned by the centre.
- A change of date or time of individual Speaking Test is not possible after these have been allocated. However in very special circumstances (work commitments etc.) a change may be authorised only with the approval of the Centre Exams Manager. An administrative fee of **CHF 150.00** will be levied for any changes made.
- In the case of absenteeism on the day of the exam, candidates may be given their test in a group of three rather than the normal pair format.

## 3. Online Entry

- **Block Entry System:** To be used where schools/teachers are making entry arrangements on behalf of their student(s). Use one entry per exam level. After completion of online entry process, print off a copy of the registered display data to send together with proof of payment to the Bern office. All exams related correspondence is sent to the **one** designated contact person at the school. These are to be used where Preparation Centres/teachers are making entry arrangements on behalf of their student(s). You must use one entry form per level.

Preparation Centres entering candidates using the Block Entry option on-line must ensure that:

- they have received permission from their candidates to act on their behalf.
  - in case of minors the necessary permission from a parent or guardian has been obtained.
- **Individual Entry System:** To be used by candidates entering privately. After completion of the online entry process, print off a copy of the "Thank you for registering" page, containing the reference code, to send together with proof of payment to the Bern office.
  - **IMPORTANT:** Entry registration is only valid when the printed off registered entry details and proof of payment are received together in the Bern office by the closing date.

#### 4. Payment

- For schools/block entries the preferred method of payment is collective payment.
- Payments are accepted by E-Banking, Post or Bank (*Individuals also have the option of paying with credit card*) and should include the following details:

Account Holder: Anne Gruaz  
University of Cambridge  
ESOL Examinations

Bank: UBS, AG Bern

Account Number: 235-90264917.3

IBAN: CH14 0023 5235 9026 4917 3

BIC: UBSWCHZH80A

Bank Clearing No: 235

Bank PC Account: 80-2-2

- Proof of payment (whether collective or individual) must be sent *together with* the printed copy of the registered display data to the following address: **Cambridge ESOL Examination Centre, Entries, Effingerstrasse 15, 3008 Bern.** *Registered Candidates who pay with credit card via PayPal do not need to send any documentation to the office.*
- When payment is carried out via internet banking, please ensure that the proof of payment is for an *executed* transaction (i.e. not simply an order for a transaction).
- Payment slips for individual payments are available upon request.
- **IMPORTANT:** Registered entries received without payment or payments received without a registered entry are not valid and cannot be processed.

#### 5. Confirmation of Entry

- **Private Entry Individuals** will receive an email acknowledging that their registration is valid after completing the online registration form and upon successful receipt of payment at the centre.
- **Schools** will receive an email acknowledging their registration for each exam level online entry form completed. In addition the Online Block Entry Candidate Details including Fee form will be attached to the email.

#### 6. Attendance Timetables

- Exam venues and time details are sent approximately 3 weeks before the first scheduled exam. Schools will receive their Attendance Timetables via *E-Mail* to the one designated contact person.
- Because different venues are used, each candidate should carefully note the addresses, dates and times for their exams.

#### 7. Withdrawals and Refunds

- In the case of a registration withdrawn before the closing date for receipt of entries, a **CHF 50.- non-refundable** registration fee is deducted.
- If a candidate withdraws their entry on medical grounds, Cambridge ESOL will make a refund of 1/3 of the fee only. Applications must be made to the Centre Exams Manager of the Centre within 5 days after the exam and be accompanied by a doctor's certificate giving the medical reasons why the candidate was unable to be present on the day of the examination. Refunds are not given for any other reason. Entries cannot be transferred from one examination to a later one, to a different level of examination or to another person.

## 8. Results

- Exam results from Cambridge ESOL are issued via the internet and can be accessed and printed out by schools using the block entry system. In addition all candidates will receive a personal code to retrieve their results. See our website's Examination page for the exact dates that they are released.

## 9. Certificates

- Certificates are issued through the Centre by registered post. If a certificate is returned to the Centre due to not being picked up by the candidate, it remains in the Centre until the candidate contacts the Centre and pays small administration fee whereupon the certificate is posted again.

## 10. Data protection and Test Day Photos

- Cambridge ESOL exams are becoming increasingly high stakes with many organisations worldwide recognising them for a range of purposes. As a result, test day photos will be mandatory for all Cambridge English : Advanced CAE candidates, starting with the exam on 12 November 2011.
  - The photo will be taken on the day of the Speaking Test.
  - The photo will be uploaded to Cambridge ESOL Online.
  - The photos will be stored on Cambridge ESOL's servers.
  - Cambridge ESOL assumes responsibility for the storage.
  - The storage is governed by UK Data Protection Law and Cambridge ESOL is fully compliant with this.
  - Cambridge ESOL will provide the local Centre with software that is password protected.
  - The files stored on the laptop or PC are temporarily stored.
  - Cambridge ESOL Bern Centre will delete the file immediately after successful upload to Cambridge ESOL Online.
  - All security provisions will be taken by Cambridge ESOL Bern Centre for this confidential information while it is temporarily stored at the Centre.

## Registration for a Cambridge ESOL examination is subject to these Conditions

## 11. Cambridge ESOL Regulations

- This publication covers the regulations under which Cambridge ESOL examinations are provided. For a full view or a Summary for Candidates see the entry page of our website.
- **For further information:** Please see the FAQ (Frequently Asked Questions) pages on our website.