Entry Conditions

Please read this important information carefully.

Centre: Authorised Cambridge English Exams Centre
Preparation Centre: School or institution responsible for preparing and/or entering candidates for a Cambridge English exam.

This document describes the terms, conditions and procedures for registering and paying for a Cambridge English Exam. Please ensure that this information is distributed to all the teachers running Cambridge English examination courses.
In the case of an examination date not being available in your area, Preparation Centres should contact this Centre and we will be happy to accommodate.
We would like to point out that we are also able to administer an examination in any other area in Switzerland. Please contact us if you have any questions in this regard or if you require any other assistance regarding the Cambridge English Exams.

Please also consult Questions & Answers.

1. Entries and Registration Procedures

Dates, Fees, Closing date for entries: Please consult relevant Exam Calendar for your region for information regarding dates, deadlines and fees.

Late Entries
There will be an additional fee of CHF 60.00 for entries arriving after the entry deadline.

Entries after these deadlines will only be accepted at the discretion of the Centre. Entries will ONLY be valid if proof of executed payment is attached – see Point 4.

Registration
Block Entry Forms
The preferred method of registration for Preparation Centres is the *Block Entry.* This is beneficial to Preparation Centres if they wish to have full control of candidate registration or if they or their teachers are making entry arrangements on behalf of their student(s). Please use one online entry form per level/date. Please note that if Preparation Centres use the Block Entry form, they have ensured that:

- They have received permission from their candidates to act on their behalf.
- In the case of minors the necessary permission from a parent or guardian has been obtained. Consent forms are available on the website.

Preparation Centres may also ask their candidates to register individually using the *Individual Entry Form*. If the Preparation Centre wishes to access the results on the Preparation Centre Website, they should ask their candidates to select the school from the drop-down list when they register.

Invoicing for Preparation Centres
Upon request Preparation Centres using the Block Entry online option can request an invoice from the

Centre. Please contact the Centre if you would like to receive invoices in future.

Individual Entry Forms
These are to be used by candidates entering privately.

Candidates under 18 MUST have permission from a parent or guardian to sit an examination. Please follow the instructions on the online Individual Entry form. Consent Forms are also available on our website.

Registering for the correct exam level
Preparation Centres and individual candidates must ensure that registration is for the correct exam level. The Centre will not accept any responsibility if a candidate has been registered for the wrong exam. The Centre will not reimburse any fees resulting from registration for the wrong exam.

2. Speaking Test Arrangements

Speaking Test Dates
The speaking test dates can be found on the website against the relevant exam level and written date. Candidates are expected to attend the Speaking Test at any time on these given dates.

Candidates cannot choose the date for their Speaking Test. In certain cases, and if the candidate has a valid reason, the Centre may agree to allocate a particular date to a candidate. In such cases the Centre must be contacted before the registration deadline. The Centre cannot guarantee that the request will be granted.

Speaking Test Partners
Candidates may choose their partner for the speaking test. They must follow the instructions on the online Individual Entry form. The Centre cannot guarantee that the request for a speaking test partner will be granted.

Absence from Speaking Test/Change of Speaking Test after registration deadline
If a candidate is unable to attend the Speaking Test on the day allocated, he/she must provide the reason in writing and send this to the Centre. The Cambridge English Exams Centre cannot guarantee that an alternative date(s) will be given to that candidate.

In the case of withdrawals or absenteeism that might affect timetabling of Speaking Tests, a candidate may be given his/her test in a group of three. To accommodate this, a change of time may be necessary.

A change of date or time of an individual Speaking Test is not possible after speaking tests have been allocated. However, in very special circumstances a change may be granted at the discretion and approval of the Centre.

An administrative fee of CHF 150.00 will be levied for any changes made.

3. Exam Re-take Option

The following conditions apply to the Re-take Option:

A candidate has failed their exam by **3, 2 or 1 point**.

A candidate was absent from the exam on medical or compassionate grounds - a medical certificate must be sent to the Centre within **10 days** of the exam date.

A candidate must contact the Centre within **15 days** of the last day of the official examination result release date if they wish to redeem this option.

The re-sit must be taken within **9 months** of the original exam date.

The re-take option is only valid for the **same exam level** that the candidate failed.

The re-sit must take place at the original exam Centre.

The additional fee for the re-take option is CHF 25.00.

4. Payments

Proof of executed payment (whether Individual or Block) must be sent together with the printed confirmation of registration/Block Entry listing unless a Preparation Centre has chosen the Invoicing Option – see above.

A registration will only be accepted and considered valid if proof of executed payment is sent.

When payment is carried out via e-banking, please ensure that a statement confirming an executed transaction is included with entry. Payment slips for individual payments are available from this office on request.

5. Bank details

A/C Holder: Mary Burzminski, Cambridge English Examinations Geneva & Vaud West
Case Postale 300
1211 Genève 4

Bank: Banque Migros
A/C No: 16 883 884 902
Clearing No: 8401
IBAN: CH71 08401016 8838 8490 2
PostFinance A/C of Bank: 80-533-6

6. Refunds

Candidates wishing to withdraw *before* the registration deadline will be granted a full refund.
Candidates wishing to withdraw *after* the registration deadline will not receive a refund.

Candidates cannot be transferred from one session to another *after* the registration deadline.

7. Confirmation of Entry & Timetables, Results and Certificates

Confirmation of Entry & Timetables
Timetables and other relevant documents will be sent to Candidates and Preparation Centres approx. 3-4 weeks prior to the exam.

Results
Results are available on the Cambridge English Exams Online Results websites. Candidates will receive access codes to obtain their results online. Candidates are responsible for keeping access codes until publication of their results. Preparation Centres will be granted access to the Preparation Centres website and can access their candidates' results online.

Certificates
Certificates will be sent approx. 4 weeks after publication of the results by post direct to individual candidates or to the Preparation Centres if Block Entry registration has been used. If Preparation Centres send the certificates to their candidates by post, they are advised to send them by **registered post**.
If a certificate is returned to the Centre because it has not been collected, the Centre will re-send it upon a CHF 20.00 fee. The candidate can also collect the certificate in person from the Centre. A valid ID must be produced.

8. Valuables, Electronic equipment, Watches

Valuables should not be brought to the examination. Electronic equipment and watches are not allowed in the exam room and should not be brought to the exam. If they are, they will be collected and stored securely outside the exam room. Candidates are advised that the Centre is not liable for any theft, loss or damage to personal items in our custody.

9. Data Protection and Test Day Photo

Cambridge English exams are becoming increasingly high stakes with many organisations worldwide recognising them for a range of purposes. As a result, Test day photos are mandatory for First, Advanced and Proficiency.

- The photo will be taken on the day of the Speaking Test.
- The photo will be uploaded to Cambridge English portals.
- The photos will be stored on Cambridge English servers.
- Cambridge English assumes responsibility for the storage.
- The storage is governed by UK Data Protection Law and Cambridge English is fully compliant with this.
- Cambridge English will provide the local Centre with software that is password protected.
- The files stored on the laptop or PC are temporarily stored.
- The local Cambridge English Exams Centre will delete the file immediately after successful upload to Cambridge English Online.
- All security provisions will be taken by the local Cambridge English Exams Centre for this confidential information while it is temporarily stored at the Centre.
- Registration for a Cambridge English examination is subject to these terms and conditions.
- Cambridge English reserves the right NOT to issue results if there is no corresponding Test Day Photo for the relevant exams.
- In the case of minors (candidates 17 and under) schools should ensure that they have taken the appropriate steps to obtain permission from a parent or guardian for a Test Day Photo to be taken.