

Cambridge ESOL examinations 2013

Exams	Fees (RON)	Open sessions	Registration period
Paper based KET	320	Sat 23 February	8 – 11 January
		Sat 18 May	2 – 6 April
Computer based KET	310	Wed 27 March	5 – 13 March
Paper based PET	440	Sat 23 February	8 – 11 January
		Sat 18 May	2 – 6 April
Computer based PET	430	Wed 27 March	5 – 13 March
Paper based KET for Schools	320	Sat 15 June	27 April – 3 May
		Sat 23 Nov	9 – 19 October
Paper based PET for Schools	440	Sat 15 June	27 April – 3 May
		Sat 23 Nov	9 – 19 October
Paper based FCE	600	Sat 9 March	12 – 19 January
		Sat 11 May	16 – 22 March
		Sat 7 December	4 – 11 October
Paper based FCE for Schools	600	Sat 1 June	12 – 19 April
Computer based FCE for Schools	570	Sat 16 November	22 – 30 October
Paper based CAE	610	Sat 16 March	19 – 25 January
		Sat 18 May	22 – 27 March
		Sat 8 June	5 – 13 April
		Fri 11 October	3 – 6 September
		Sat 14 December	11 – 18 October
Computer based CAE	580	Sat 26 October	1 – 11 October
Paper based CPE	660	Thu 13 June	5 – 13 April
		Sat 30 November	4 – 11 October
Computer based CPE	630	Sat 23 March	1 – 6 March
Paper based TKT	170	Sun 21 April	19 – 27 February
		Sun 24 November	1 – 12 October
Paper based BEC Vantage	620	Sat 1 June	2 – 6 April
Paper based BEC Higher	660	Sat 25 May	2 – 6 April
Computer based BEC Higher	630	Sat 9 November	15 – 25 October
ILEC (<i>paper based only</i>)	850	Sat 11 May	2 – 5 April
		Sat 16 November	1 – 5 October
YLE	240	Sun 24 November	3 September 2013 – 11 October 2013
		For YLE, test dates are not fixed by Cambridge ESOL. These are set individually with each school and registrations are made at least seven weeks before the test date. <i>For more information, please contact us.</i>	

**Fees are subject to change in 2013. Any change will be notified on the website www.britishcouncil.ro.*

If you represent a school or an institution, are interested in organising exams on its premises and can register at least 20 candidates per level for Paper Based (or 10 per level for Computer Based) we will also be able to organise any session listed on www.cambridgeesol.org, for (CB) KET, (CB) KET for Schools, (CB) PET, (CB) PET for Schools, (CB) FCE, (CB) FCE for Schools, (CB) CAE, CPE, (CB) BEC. You need to contact us at least 7 weeks before the date of the written exam. Approval to hold a closed session is only possible at the request of a school/institution with the prior written consent of the British Council.

The British Council and the Examining Boards take all reasonable steps to provide continuity of service. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The British Council's liability will be limited to the refund of the registration fee or re-testing at a later date.

As the UK's principal cultural relations organisation the British Council is strongly committed to Equal Opportunity & Diversity.

CAMBRIDGE EXAMINATIONS

INSTRUCTIONS FOR INDIVIDUAL CANDIDATES

1. Registration procedures

Payment of the exam fee

Registration means filling in the entry form, attaching the necessary documentation and paying the exam fee. The entry form is available on the British Council website, 5 days before the start of each registration period, as well as in all our centres.

Fees can be paid in cash, by card or by bank transfer during the registration period. Full details about the registration procedure can be found on the entry form and on our website.

After entries are processed, candidates receive a confirmation email with details about the venue, dates and times of the written and speaking papers, as well as information about the exam board regulations for the sitting. In case candidates have not received this by the date mentioned on the entry form, they must contact a British Council office immediately.

Transfers

After registration, entries cannot be transferred from one examination sitting to a future one or to a different level. Transfers from one centre to another are not permitted.

Special arrangements

Any candidate who has special needs related to an examination is entitled to assistance, provided they inform the British Council about their entitlement to special arrangements upon registration (unless there is an emergency) so that approval from Cambridge ESOL can be granted in due time.

Late registrations

In case one misses the registration period, they can still register (by paying an extra fee) during the late registration period, which is usually scheduled 2 weeks after the normal registration period.

2. Exam sitting and special arrangements

The duration of the exams

The exams are usually held on two days: one day for the written papers (set by Cambridge ESOL) and another day for Speaking set by the British Council within the period set by Cambridge ESOL and mentioned on the entry form.

The allocation of candidates

Candidates are allocated to rooms and exam dates according to their candidate number, which is automatically issued by the exams software upon registration.

Written papers

The allocation into rooms is displayed at the exam venue in the morning of the exam.

The oral test

The Speaking timetable is displayed on the British Council website a few days prior to the oral exam.

Feedback

Any queries or complaints about the way the exam is organised are dealt with by a supervisor or the British Council representative at the venue immediately after the end of the paper or exam. Any complaints concerning the administration of the exam raised afterwards might not be taken into consideration.

3. Cancellations, results, certificates

Cancellations

After the registration period has ended, no cancellations of entries are possible other than those on medical grounds or bereavement. Candidates are to request this in writing and provide a valid statement from a medical practitioner, specifying the medical reasons for which they had to withdraw their entry or were unable to sit the examination. The withdrawal and refund of the examination fee have to be requested within the deadline mentioned on the entry form. When Cambridge ESOL approves the withdrawal, candidates are refunded the exam fee minus a local administrative tax. Candidates withdrawn on bereavement grounds receive a full refund. Refunds are not given for any other reason (including, for example, clash of dates with other examinations).

Results

Results are available online to all candidates starting 4 weeks after the paper-based exam date, respectively 2 weeks after the date of the computer based tests. All candidates are emailed a result reminder message from the British Council, describing the enquiry on result procedure and specifying where and when to collect the certificate. Results are confidential; they are not displayed and are not communicated by telephone.

Enquiries on result

Enquiries can be made according to the procedure specified in the result email. You can request either a clerical re-check of the Reading, English in Use or Listening papers or a re-mark of the Writing paper; both services are charged. It is extremely rare for such enquiries to lead to a change in the result for the following reasons: the majority of papers are either machine-marked or clerically marked with double-checking; examiner-marked papers are typically double-marked and in borderline or disputed cases they are marked three or four times.

Certificates

Certificates are issued about 2 months after the exam date for paper-based examinations and about 6 weeks after the date of computer-based examinations, but the exact period when certificates can be collected is mentioned in the result reminder email. Certificates are not sent by post unless the British Council Examinations Services receives a written request from the certificate owner.

CAMBRIDGE EXAMINATIONS INSTRUCTIONS FOR PREPARATION CENTRES

Block entries. Definition

A block entry is when an institution (called *preparation centre*) enters a group of candidates, rather than the candidates entering as individuals.

Exams available for block entries

Preparation centres can register candidates for any of the Cambridge examinations offered by the British Council Romania Examinations Services: KET, KET for Schools, PET, PET for Schools, FCE, FCE for Schools, CAE, CPE, BEC, ILEC, ICFE. You can find details about fees and venues on the entry form.

Registration procedures

The preparation centre must provide the British Council Examinations Services with the following:

1. candidate table
2. proof of payment
3. entry forms and copies of candidates' IDs and their parents' (if applicable)
4. proof that a group of candidates are registered in English bilingual classes (if applicable)

1. The candidate table must be e-mailed to the British Council Examinations Services **within the registration period** and **must include both candidates' details (date of birth, email address)and the school details (name, address, name of the person** designated by the preparation centre to act as contact person in all matters concerning the respective examination session). Please make sure that you supply this information even if it remains unchanged from previous sessions – again, this makes all procedures related to the exam much easier.

The template of this table is available on the British Council website (www.britishcouncil.ro). A separate file is necessary for each syllabus (e.g., FCE.xls, CAE.xls etc.).

Your registration is completed once you have received an answer to your e-mail.

2. Proof of payment

The preparation centre will pay British Council Examinations Services the appropriate fees into the bank account (bank details on the entry form, available at www.britishcouncil.ro). **Proof of payment must be sent together with the table of candidates.** Please note that complete registration implies **both payment and completion of the above mentioned table.**

3. Entry forms and IDs

Preparation centres **must** send entry forms to the Examinations Services as the entry forms require the candidate's signature as a form of consent for agreeing with regulations and agreeing to be taken a photo on the day of the exam. Still, block entry candidates must not send a copy of the same entry form separately to the British Council, as this might result in having double entries.

The entry forms must be accompanied by a copy of the candidate's ID and their parents' ID, if they sign the entry form for their minor children.

4. Proof for bilingual and intensive classes

In order for the block entry to benefit from the 10 % discount on CAE, registration has to include a proof of the fact that the respective students are enrolled in a bilingual or intensive programme. *The 10% discount is offered exclusively to schools and only applies to block entry registrations. The discount does not apply to individual candidates.*

The candidates from **English bilingual or intensive classes** entered for CAE will be listed **separately** (in a separate worksheet) as the school is entitled to a 10% discount on the exam fee, in accordance with an agreement signed by the British Council, the Romanian Ministry of Education and the University of Cambridge ESOL Examinations in 1999 and 2012. Please note that entries can only be accepted upon full completion of the above details; all the required information is compulsory in order to enter candidates in the exams data-base. Candidates' names should be in accordance with their official ID documents.

The preparation centre should let candidates know that they can only sit the exam as part of the block entry if their details are entered in the respective table. Candidates who register individually (i.e. who fill in an individual entry form and send proof of payment to the British Council on their own) **cannot** sit the exam as part of the block entry in a closed sub-centre (where this is the case). Subsequent transfers from an open centre to a closed sub-centre or from one session or level to another will not be accepted after registrations close.

Details about registration and examination dates and venues are sent to the preparation centre, who must forward these documents to the candidates within one week of receipt.

Exam administration for approved closed sub-centres

Dates

The date of the written papers (Reading, Writing, Use of English and Listening) is set by Cambridge ESOL and the date of the Speaking test is agreed between the British Council Examinations Services and the preparation centre. It is mandatory that the Use of English paper should start before 13:00 and that the Listening test should be held on the same day as the other written papers.

Preparation centres who want to organise one or several examinations on their premises have to enter a **minimum of 25 candidates for each exam**. They should inform British Council Bucharest, Cluj or Iasi of their intention when they send the candidate list. A decision will be taken after registrations close.

Advantage Programme

Preparation centres that register candidates as block entries can be entitled to **Advantage** Programme membership and access the benefits of their 2013 entries. To activate their membership, qualifying institutions must complete and sign the form Terms and Conditions and return to the **British Council**.

For more information, contact us:

British Council Bucharest

14 Calea Dorobanţilor, 010572, Bucharest
T: 021 3079600; F: 021 3079602
E: contact@britishcouncil.ro

British Council Cluj-Napoca

11 Arany Janos street, 400028, Cluj-Napoca
T: 0264-594408; F : 0264 593090
E: bc.cluj@britishcouncil.ro

Asociatia Alternativa Culturala, Timişoara

4 Vasile Parvan blvd., 1st floor
Sediul Bibliotecii Centrale Universitare
T: 0749 478 639
E: office@alternativaculturala.ro

British Council Iaşi

4 Păcurari street, 700511, Iaşi
T/F: 0232-316159
E: bc.iasi@britishcouncil.ro

Centrul Pentru Invatarea Limbilor Moderne, Braşov

Transilvania University, Corp N, Sala NI 13
1 Politehnicii street, BCU
T: 0268475348
E: cilm@unitbv.ro