

## CAMBRIDGE ENGLISH EXAMINATIONS CALENDAR 2015

Exams	Fees* (RON)	Open sessions	Speaking window	Registration period
Paper based KET	340	Saturday 20 June	12 - 22 June	5 - 12 May
Paper based PET	460	Saturday 20 June	12 - 22 June	5 - 12 May
Paper based KET for Schools	340	Saturday 7 March	27 February - 9 March	16 - 27 January
		Saturday 23 May	15 - 25 May	1 - 15 April
		Saturday 21 November	13 - 23 November	1 - 15 October
Computer based KET for Schools	330	Saturday 14 February	7 - 15 February	20 - 24 January
Paper based PET for Schools	460	Saturday 7 March	27 February - 9 March	16 - 27 January
		Saturday 23 May	15 - 25 May	1 - 15 April
		Saturday 21 November	13 - 23 November	1 - 15 October
Computer based PET for Schools	450	Saturday 14 February	7 - 15 February	20 - 24 January
Paper based FCE	610	Saturday 7 March	27 February - 8 March	13 - 22 January
		Wednesday 29 July	24 July - 2 August	16 - 24 June
Computer based FCE	590	Saturday 21 February	14 - 22 February	27 - 31 January
Paper based FCE for Schools	610	Saturday 9 May	1 - 10 May	24 - 31 March
		Saturday 13 June	5 - 14 June	14 - 23 April
		Saturday 5 Dec	27 November - 6 December	20 - 28 October
Computer based FCE for Schools	590	Saturday 14 November	7 - 15 November	27 - 31 October
Paper based CAE	620	Saturday 14 March	27 February – 15 March	13 - 22 January
		Saturday 16 May	1 - 17 May	24 - 31 March
		Saturday 6 June	22 May - 14 June	1 - 15 April
		Thursday 23 July	17 - 26 July	9 - 18 June
		Saturday 17 October	9 - 18 October	2 - 10 September
		Saturday 12 December	20 November - 13 December	13 - 21 October
Computer based CAE	600	Saturday 24 October	17 - 25 October	1 - 7 October
Paper based CPE	670	Thursday 11 June	22 May - 14 June	1 - 15 April
		Saturday 28 November	13 November - 6 December	1 - 15 October
Computer based CPE	650	Saturday 28 March	21 - 29 March	10 - 14 March
Paper based TKT Modules 1,2,3,KAL,CLIL,YL	185	Sunday 19 April	n/a	24 - 28 February
		Sunday 1 November	n/a	8 - 12 September
Paper based BEC Higher	630	Saturday 23 May	8 - 18 May	2 - 9 April
ILEC, ICFE (paper based only)	760	Friday, 12 June	5 - 15 June	5 - 9 May
		Wednesday, 21 October	16 - 26 October	8 - 15 September
YLE	260	For YLE, test dates are not fixed by Cambridge English. 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> British Council will open 3 sessions for individual candidates in 2015: <b>22 March, 5 July and 29 November.</b>		

*\*Fees are subject to change in 2015. Any change will be notified on the website [www.britishcouncil.ro](http://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.cambridgeenglish.org](http://www.cambridgeenglish.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.**

## **CAMBRIDGE EXAMINATIONS INSTRUCTIONS FOR INDIVIDUAL CANDIDATES**

### **A. Registration procedure**

1. Register online through our **Online Registration System**.

Before starting your registration, please read the **Terms and Conditions** on the British Council Romania website. You will receive an automatic reply called "Application Summary", with details about payment procedure.

2. Pay the exam fee within two working days of making the online registration either by bank transfer or by card.

The examination fee can be transferred from the bank where you have an account (or from Banca Transilvania if you don't have a bank account) to British Council Exams, CUI 9000000026598, IBAN RO88 CITI 0000 0008 2601 2196, account open at Citibank Europe plc, Dublin – Bucharest.

3. In case you pay the fee by bank transfer please send us a copy of your payment proof to the email address stated in "Application Summary".

4. You should receive an automatic email called "Confirmation" within two working days. Please contact us in case you didn't, as this is the final confirmation of your registration.

5. The exam day schedule and location, together with the day of the Speaking test, will be sent by email at least one week before the start of the Speaking window below. Note that you need to contact us in case you did not receive these details, as this information is essential.

#### **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 a disability 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 English 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.

### **B. 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 English) and another day for Speaking set by British Council within the period set by Cambridge English.

#### **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.

#### **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 which are sent afterwards (eg after results are issued) will not be taken into consideration.

### **C. 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 5 days after the exam day.

When Cambridge English 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, travel etc).

### **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 & Use of English and 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 courier 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. The minimum number of candidates for a block entry is 2.

### **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.

### **Registration procedures**

A preparation centre can register candidates either online, using the **Preparation Centre Portal** <https://esolb2b.britishcouncil.org>, or by email.

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

1. candidate table
2. proof of payment
3. terms and conditions for block entry candidates
4. proof that a group of candidates are registered in English bilingual or intensive 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](http://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 examination fees can be transferred from the bank where you have an account (or from Banca Transilvania if you don't have a bank account) to British Council Exams, CUI 9000000026598, IBAN RO88 CITI 0000 0008 2601 2196, account open at Citibank Europe plc, Dublin – Bucharest. **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. Terms and conditions for block entry candidates**

Preparation centres **must** send a "Terms and Conditions" form for each registered candidate to the Examinations Services. This form requires 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.

### **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 register online 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 examination dates and venues are sent by email to candidates, three weeks before the date of the exam for paper based sessions and one week before for computer based ones.

### **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 English and the date of the Speaking test is agreed between the British Council Examinations Services and the preparation centre.

Preparation centres who want to organise one or several examinations on their premises have to enter a *minimum of 20 candidates for each level*. 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. The Partnership contract which is signed by British Council and your institution will make reference to the available incentive scheme for closed sub-centres ("adeverinte", gift vouchers etc).

All candidates registered as block entries through a school or institution agree to have their data transmitted through the representative of that institution, to the British Council. **The school or institution undertakes the responsibility to inform all its candidates and their parents or legal guardians (in the case of minor candidates) about British Council's Terms and Conditions.**

### **Advantage Programme**

Preparation centres that register candidates as block entries can be entitled to **Advantage** Programme membership and access the benefits of their 2015 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, please contact us:

#### **British Council Bucharest**

14 Calea Dorobanţilor, 010572, Bucharest  
T: 021 3079600; F: 021 3079602  
E: [contact@britishcouncil.ro](mailto: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](mailto:bc.cluj@britishcouncil.ro)

#### **Asociația Alternativa Culturală, Timișoara**

4 Vasile Parvan Blvd., 1st floor  
Sediul Bibliotecii Centrale Universitare  
T: 0749 478 639  
E: [office@alternativaculturala.ro](mailto:office@alternativaculturala.ro)

#### **British Council Iași**

4 Păcurari street, 700511, Iași  
T/F: 0232-316159  
E: [bc.iasi@britishcouncil.ro](mailto:bc.iasi@britishcouncil.ro)

#### **Centrul Pentru Invatarea Limbilor Moderne, Brașov**

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