

Guidelines for the organisation of Cambridge English exams (YLE, KET, PET, FCE, CAE) in schools

Should you represent a school or a language centre that is willing to organise a Cambridge English exam on their premises and has a minimum of 20 candidates per level, these are the steps to follow:

1. Set up with a British Council exam coordinator the date of the exam (YLE, KET for Schools and PET for Schools can be held on any date, but for all other levels you will need to consult the current year's timetable available on the British Council website at <https://www.britishcouncil.ro/examene/cambridge/date-taxa-localii>).
2. Register your entries according to the procedure and within the deadline sent by a British Council Examinations Coordinator.
3. We will draw up a partnership agreement, which will be despatched to you in two original copies by courier - you need to return one signed and stamped copy by the examination date, also by courier.
4. You should receive an email from the British Council detailing the exam day schedule approximately one week before the exam date, along with the names of examiners and/or supervisor, candidate confirmations (called Confirmation of Entry) as well as the Exam Day Booklet containing all the organisational details. As the local coordinator you should familiarise yourself with the procedures sent to you whilst also training the staff from your institution who will help invigilate candidates on the day of the examination.
5. YLE candidates do not receive individual confirmations, but candidates at all other levels receive confirmations containing the exam timetable issued automatically from the Cambridge English online platform. For KET, PET, FCE and CAE exams held in closed centres these confirmations will be emailed to both candidates (along with the exam regulations, called Notice to Candidates) and to the coordinating teacher in the email mentioned in point 3.
6. One week before the exam you will receive a second email about the delivery of the box containing the live and confidential exam materials. The box will be stored according to the instructions in the partnership agreement.
7. As the local coordinator, it is necessary for you to check the box of examination materials upon receipt to ensure that you have the required number of papers and USBs (please read the information on the envelope labels and do not open the sealed envelopes containing USBs, written test papers or Speaking Examination folders).

All examination materials will be returned by Fan Courier to the British Council on the first working day after the examination – please order a delivery by calling 0219336 and mention that the delivery fee will be covered by the British Council using the *British Council Exam 14* account.

8. Candidates' results: for YLE certificates are sent out from the UK approximately eight weeks after the exam date. The British Council sorts and dispatches certificates within 24 hours of receipt. At all other levels results are available online in approximately eight weeks from the date of the exam and certificates arrive approximately three months after the exam date.
9. For candidates who wish to enquire on their results, who have the wrong name on their certificate or who lose their certificate, please refer to the detailed procedures on the British Council website (<https://www.britishcouncil.ro/>)

Venue requirements

- The examinations will be held under normal examination conditions, in rooms where the conditions of external noise, heat, light and ventilation are optimal.
- Written tests (Reading, Use of English, Writing, Listening) will be held in rooms with desks/tables facing the same direction. Candidates will be seated in consecutive order of candidate numbers, with a distance of 1.25 metres between them (front to back). If this mandatory distance is not respected, there is a possibility that two or more candidates may copy from each other. This procedure is called malpractice and may result in the cancellation of the examination for the candidates concerned.
- Before the examination the coordinating teacher will arrange the examination rooms, making sure that there are enough tables and chairs and that the desk labels sent out by the British Council are placed in a neat order (according to the instructions in the Exam Day Booklet).
- For the Speaking test you will need one waiting room and as many examination rooms as required. YLE is the only examination where there will be only one examiner and one candidate at a time in the Speaking examination room. At all other examination levels there will be two examiners and two candidates in the Speaking examination room. Candidates sit their Speaking in the order of their candidate numbers as they are shown on the lists sent by the British Council.

- No English-language materials (posters) should be displayed on the walls in the examination rooms that could help candidates.
- Even if the examination venue is the same as the school where the children are studying, there must be clear signposts guiding them to the examination rooms.
- All candidates should have familiarised themselves with the **Notice to Candidates** document before taking the exam. It is the responsibility of the coordinating teacher to ensure that all candidates have read the examination regulations. For KET, PET, FCE and CAE this document will be emailed to candidates together with the Confirmation of Entry and for YLE the Notice to Candidates will be emailed to the coordinating teacher. You will also receive an original copy to display on exam day.
- Very important: please make sure that all candidates have a valid and original form of ID (ID card, passport or report card with photo and current year's school stamp for candidates up to 14 years old) on the day of the exam. YLE is the only exam where the birth certificate is accepted as a valid form of identification.
- Candidates should arrive at the venue 30 minutes before the start time with only their ID, stationery, a bottle of water and tissues. Mobile phones, wristwatches and any other electronic devices are NOT allowed in the examination room.
- Under the Child Protection Policy, the British Council believes that all children matter and that every child matters - everywhere in the world. Child protection is everyone's responsibility. We believe we have a fundamental duty to protect all children involved in our work from abuse of any kind.

Equipment and materials:

- Spare stationery for candidates who don't bring their own. YLE requires coloured pencils (black, blue, brown, green, grey, orange, pink, purple, red, yellow) and plain pencil. KET requires only plain pencil, and PET, FCE and CAE plain pencil, black or blue pens, and white draft paper (for Writing only).
- Audio equipment for the Listening test: computer or laptop with speakers allowing the use of USBs. If you have a computer/laptop you must make sure that the audio player used does not have the Shuffle function on.
- Large, functional clock in each written test room, large scissors for unsealing the subjects by the invigilator and wide tape for sealing the box at the end of the exam.

Supervision and invigilation

- The British Council will send a supervisor who will oversee the written tests and examiners for Speaking. In YLE examinations, the Speaking examiners also supervise the written tests. If you have more than one room for the written tests (for example, at YLE the written tests for all the three levels are held simultaneously) the supervisor sent by the British Council will patrol between rooms.
- The school needs to assign staff to supervise candidates during the written tests. They may be teachers of English or any other subjects but cannot be teachers who currently teach English to children. An invigilator from the school is required in each written test room (one invigilator for a maximum of 20 candidates), as well as a floating invigilator on each floor. FCE (standard, not for Schools) and CAE candidates must be photographed. You will receive the necessary equipment from the British Council, but you must nominate someone to photograph candidates on the day of the exam.
- The Speaking test requires marshals (usually the coordinating teacher and another colleague) to take candidates to the examination rooms. At YLE the door of the room where the Speaking test takes place will be kept ajar throughout the examination and candidates will be introduced by the marshal to the examiner in the room using the wording *Hello, this is* (candidate's name) (in English).

We welcome any feedback from you to improve our collaboration – please do not hesitate to contact us.

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