

## REGISTERING FOR THE EXAM

You will find all registration dates [here](#).

### REGISTRATION PLACES

- ◆ Praha
- ◆ Liberec
- ◆ Hradec Králové (*registration in Pardubice*)
- ◆ Žďár nad Sázavou (*registration Č. Budějovice, only summer*)
- ◆ Brno
- ◆ Olomouc
- ◆ Frýdek-Místek (*registration in Ostrava*)
- ◆ Ostrava
- ◆ Ústí nad Labem
- ◆ Pardubice
- ◆ České Budějovice
- ◆ Plzeň
- ◆ Zlín
- ◆ Uherský Brod
- ◆ Valašské Meziříčí
- ◆ Sokolov

If a sufficient number of interested people, defined by Cambridge ESOL, are not registered in the given place for a certain exam, the British Council reserves the right not to organise the exam in that place. In such a case, you will, of course, be notified in time and you will have the opportunity either to choose another centre for taking your exam or we will refund the full amount of the registration fee to you.

### HOW TO REGISTER

You should deliver a properly filled-in and signed application form, along with a document confirming payment of the fee for the exam, to any of the registration places. Before signing the application form, please study carefully the terms and conditions of registration. Due to the fact that by signing the application form you confirm your agreement with the terms and conditions of registration, we only accept the original of the application form as a valid application form and we do not accept any copy or any application form sent by e-mail or fax. We thank you for your understanding. The application form is available in all registration places and on the website of the British Council.

### ONLINE REGISTRATION

If you wish to register for Prague, Liberec, Ústí nad Labem, Klatovy or Brno, you have an opportunity to carry out your registration online. Link to the registration online can be found on the British Council websites. Before you finish the registration by clicking on FINISH, study carefully the terms and conditions of registration. After you carry out the registration correctly, you will receive an automatic acknowledgement to the e-mail address you have given during the registration. If you do not receive this acknowledgement, please contact us immediately. You can send the document confirming the payment for the exam by e-mail [ies.payments@britishcouncil.cz](mailto:ies.payments@britishcouncil.cz).

### WARNING

**The payment must reach our account no later than the last day of the registration period therefore it is recommended to make your payment at least 3 working days in advance.**

### COLLECTIVE REGISTRATION

Institutions registering candidates collectively are responsible for the correct and timely registration of their candidates and for paying the fee for them in time. They are also responsible for acquainting their candidates with the terms and conditions of the registration for the Cambridge Exams, and for distributing the acknowledgement of registration to the individual candidates.

**Important! Exam schedules are now sent only by email; therefore it is necessary to fill in an email address. It can be either the candidate's address or the school's address. No exam schedules are sent by post.**

## EXAM FEE

British Council offers several methods of payment. You are free to choose the one which is most convenient for you. **Attach the copy of the document confirming payment (a postal money order slip or a bank document) to the filled-in application form and deliver both documents in person or by mail to one of the registration places.** If you carry out registration online, you should deliver the document confirming payment in person, by mail or by e-mail to [ies.payments@britishcouncil.cz](mailto:ies.payments@britishcouncil.cz).

**Payment by bank transfer** – if you use this type of payment method, please state the following information:

*Account holder's name:* British Council, Bredovský dvůr, Politických vězňů 13, 110 00 Praha 1

*Recipient's account number:* 2048040318/2600

*Variable code:* according to the centre where you want to take the exam (Praha 9001, Pardubice 9012, Plzeň 9008, Brno 9007, Ostrava 9011, Olomouc 9006, Liberec 9013, Ústí nad Labem 9013, Zlín 9014, Žďár nad Sázavou 9009, České Budějovice 9009, Hradec Králové 9012) (Frýdek-Místek 9011, Jihlava 9018, Praha 9001 (valid also for *Klatovy a Sokolov*), Pardubice 9012, Plzeň 9008, Brno 9007, Ostrava 9011, Olomouc 9006, Liberec 9013, Ústí nad Labem 9013, Zlín 9019, Žďár nad Sázavou 9009, České Budějovice 9009, Hradec Králové 9012)

*Specific code:* state your date of birth in the 'ddmmyyy' format

In the **textbox** write candidate's name and name of the exam.

**If you deposit a cash amount to our bank account, the name of the candidate and the variable code** of the relevant centre (refer above to payment by bank transfer) must be stated on the bank's certificate on the payment in cash.

**Payment in cash** – this method of payment is possible in the British Council offices in Prague and Brno.

**Payment by a credit card** – this method of payment is possible in the British Council offices in Prague and Brno.

**Payment by postal money order** – you can get pre-filled-in postal money orders upon request at the centre where you register for the exam. Please state your date of birth in the 'ddmmyyy' format as the specific code. Check whether your specific code is also properly filled-in on the postal money order slip, too. Keep this slip in a safe place.

**We do not accept the document on a payment order submitted into the collection / self-service box as a valid document confirming payment of the registration fee.** Thank you for your understanding.

## EXAM FEES VALID FROM 1 SEPTEMBER 2012 UNTIL 31 AUGUST 2013

KET, KET for Schools	2600 Kč	BEC Preliminary	2950 Kč
PET, PET for Schools	2800 Kč	BEC Vantage	4600 Kč
FCE	4350 Kč	BEC Higher	4800 Kč
CAE	4550 Kč	ILEC	6400 Kč
CPE	4650 Kč	ICFE	4900 Kč
CB FCE	4300 Kč	YLE Starters	1100 Kč
CB CAE	4500 Kč	YLE Flyers	1250 Kč
		YLE Movers	1300 Kč

The British Council is not a VAT payer.

## SPECIAL ARRANGEMENTS FOR THE COURSE OF THE EXAM

All the candidates who have a health handicap of a short-term or long-term nature can request a special session of the exam or modified materials or possibly both. The British Council and Cambridge ESOL try to accommodate these candidates as much as possible. A request for a special arrangement must be submitted not later than the end of the regular registration period and must be supported by a document from a specialist physician. You can find more detailed information on the individual cases and arrangements [here](#).

Note: special arrangements do not apply for computer-based exams.

**The requests submitted after the end of the regular registration period will not be accepted.**

## STATEMENT OF REGISTRATION - AUTUMN 2012

All the registered candidates will receive confirmation of registration (Statement of Registration) by **14 September 2012**. If you do not receive the invitation by the set deadline, you should contact us immediately.

You will receive the exam invitation with all details by **21 September 2012**. If you do not receive the invitation by the set deadline, you should contact us immediately.

Note: exam schedule dates for later exams in 2012 will be found on our website at the time of each exam period or in an updated version of this document, which will be available also on the web pages.

## CHANGES

### **New!! Certificate in Advanced English (CAE) – test day photo required from 2012**

From March 2012 all candidates taking Cambridge English: Advanced (CAE) are required to have their photograph taken on the day of their test. We are introducing this because of the increase in candidates using their Cambridge English: Advanced qualification for immigration purposes and applying for work, university and college. When candidates register to take the exam, they will be asked to sign to give their consent for the photograph. If candidates are under 18, their parents will need to give consent. (See the application form) Test day photos ensure that your exam is secure and is even more trusted and valued. Photos taken on the day of the test are made available on the Results Verification Service website along with your test results. Candidates can control who can access their results and view their photo by giving your Candidate ID number and Candidate secret number to universities, employers and other organisations you want to be able to verify your results.

**This new regulation is one of a series of measures that have been introduced by Cambridge ESOL in order to further enhance the security and integrity of the Cambridge English: Advanced examination.**

The registration for an exam is binding. After the end of registration, the exam fee cannot be refunded. If you decide to cancel your registration before the end of the regular registration period, you are entitled to refund of 100% of the exam fee. You can find the application form [here](#). The date or exam level cannot be changed, nor can the exam be postponed to the following exam period. The date of the Speaking part is set locally and in accordance with Cambridge ESOL rules. The dates for individual candidates are set at random; however, requests are taken into account (see the section Dates of Speaking Parts). If the set date is not convenient for you, it is possible to change it only for serious reasons and on the condition that there are other dates announced for this part. Every reason must be supported by a written document (a document on a business trip, a copy of an air ticket, etc).

## BEFORE THE EXAM

### EXAMS SCHEDULE: AUTUMN 2012

<b>NEW!</b>	<b>AUTUMN 2012</b>	<b>SPEAKING PART</b>
<b>FCE NEW!</b>	<b>13/10</b>	5-14/10

### WINTER 2012

	<b>WINTER 2012</b>	<b>SPEAKING PART</b>
<b>KET</b>	<b>7/12</b>	30/11-10/12
<b>PET</b>	<b>7/12</b>	30/11-10/12
<b>FCE</b>	<b>4/12</b>	16/11-9/12
<b>CAE</b>	<b>5/12</b>	16/11-9/12
<b>CPE</b>	<b>6/12</b>	16/11-9/12
<b>BEC Preliminary</b>	<b>24/11</b>	9-26/11
<b>BEC Vantage</b>	<b>1/12</b>	9/11-3/12
<b>BEC Higher</b>	<b>17/11</b>	9-19/11
<b>ILEC (Praha, Brno)</b>	<b>17/11</b>	9-19/11
<b>ICFE (Praha, Brno)</b>	<b>17/11</b>	9-19/11
<b>YLE (Starters, Movers, Flyers)</b>	<b>15/12</b>	15/12

**If you do not receive the invitation by the set deadline, you should contact us immediately.**

Note: exam schedule dates for later exams in 2012 will be found on our website at the time of each exam period or in an updated version of this document, which will be available also on the web pages.

## ON THE DAY OF THE EXAM

Most of the exams take place over two days (written part, speaking part). The written exam dates have been set by Cambridge ESOL as fixed dates and they cannot be changed.

For the speaking part, Cambridge ESOL sets a period during which this part of the exam must take place. The selection of the individual dates is within the discretion of the individual centres and the dates are mostly set on Saturdays.

In certain cases, for the KET, KET for Schools, PET, PET for Schools, BEC, ILEC and ICFE exams, the speaking part can take place on the same date as the written parts of the exam.

## LISTENING PARTS OF EXAMS

From December 2008, the listening parts of the FCE, CAE and CPE exams will always take place on the same date as the written parts.

## ARRIVAL AT THE EXAM

You should arrive in time for each individual part of the exam at least 15 minutes (for the speaking part) and 30 minutes (for the written part) before the set beginning of the exam. Find out in advance how much time you will need to get to the place where the exam will take place. If you arrive late, it can regrettably happen that you will not be allowed to take the exam.

## WHAT TO BRING WITH YOU

You should bring with you the invitation to the exam, a valid identity document (see below) and a ball-point pen. The British Council will provide you with pencils and erasers. With regard to the fact that the written part of the exam takes several hours, we recommend that you should bring water to drink. We recommend that you should refrain from bringing expensive personal things with you.

## IDENTITY DOCUMENT

(for your identification on the day of the exam or upon collection of your certificate)

Each candidate is obliged to prove their identity using **one** of the identity documents stated below.

### Candidates 15 years and over

- Czech citizens – national ID card/ passport/ driving licence
- Foreign nationals – passport

### Candidates under 15 years

- Czech citizens – passport/ transport season ticket with a photo/ Candidate Identification Form (see our web for more info)
- Foreign nationalities – passport

## WARNING

All mobile phones must be turned off during the exam. Every candidate who uses his or her mobile phone during the exam will be disqualified from the exam.

## COMMENTS ON THE RUNNING OF THE EXAM

If you have any comments on the running of the exam, you should contact the person in charge in the hall immediately after the exam. During the listening test, you have an opportunity to express comments after listening to the introductory testing audio record.

## MATERIALS FROM THE EXAM

We would like to inform you that all the candidates' work becomes the property of Cambridge ESOL after the exam and therefore it is regrettably not possible to make it available to you for inspection.

## REFUNDING THE FEE FOR THE EXAM

If you are unable to participate in the written part of the exam due to illness, 50 % of the registration fee will be refunded to you at your request (this can be downloaded [here](#)), if you submit a document certifying the illness, issued by a physician. This certificate needs to be delivered to the centre concerned not later than within 7 days after the date of the written part of the exam.

If you are unable to participate in the speaking part of the exam due to illness or some other serious reason, please immediately contact the centre where you are to take the exam. We will probably be able to offer you an alternative date.

Candidates who do not take the exam for any other reason than a health-related reason and candidates who fail the exam are not entitled to receive any refund of their exam fee.

## RESULTS AND CERTIFICATES

### RESULTS

The results of the exams are available [here](#). You will receive the information on how to find out your result (the procedure, the website and the access codes) by mail. If there are any complications with the online availability of the result, the exam centre concerned will send you the result by email given when registering for an exam, upon request. This mailing is not done automatically. In order to maintain secure protection of personal data, we do not communicate the results over the telephone.

## CERTIFICATES

You can collect your certificate in the centre through which you registered after presenting your identity document (see the section Identity document, page 5) and your candidate number. If you cannot collect the certificate in person, you can authorise another person to do so.

How to authorise another person

### Candidates 15 years and over

- Czech and Slovak citizens – national ID card/ passport/ driving licence
- European Union citizens – passport/ ID card
- Foreign nationals – passport

### Candidates under 15 years

- Czech citizens – passport/ transport season ticket with a photo/ Candidate Identification Form (see our web for more info)
- European Union citizens – passport/ ID card
- Foreign nationalities – passport

Sending by post

Upon request, we can send you the certificate by post. However, for security reasons, we do not recommend this option to you. We will send you your certificate by post based on an email request sent from an address used for registration purposes (send an email to [english.exams@britishcouncil.cz](mailto:english.exams@britishcouncil.cz)).

Please note that a replacement of original copy cannot be provided and you will be liable for all costs we incur in providing a certifying statement.

## WARNING

The certificates are retained for a period of two years from the date on which they are to be collected. After expiration of this period, all uncollected certificates will be destroyed.

**We would also like to point out to you that the provider of the Cambridge ESOL exams is a foreign institution and as such it does not use diacritics. Therefore your name will be on the certificate without diacritics. This fact has no effect on the future recognition of your certificate by governmental or private entities.**

## REVIEW OF THE RESULT

Cambridge ESOL is an organisation which has close to one hundred years of experience with the creation and evaluation of tests. The multiple choice part of the tests (where the candidate has to choose from a number of options) is evaluated by an optical scanner. The parts with open-ended answers (you create the answer on your own; there are no options to choose from) and the written test are evaluated by a team of specially-trained people who are trained every year and monitored on a regular basis. If, in spite of all this, you have doubts about the achieved result, you can request its review. There are two types of reviews:

**Administrative review** (recounting the points, check on the result) – this service must be requested within one month from when the result was released and it is provided for free.

**Complete review of tests** (except for the result of the speaking part) – this is a paid service and it must follow only after an administrative review. Contact us for more information.

## DISCLAIMER

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 retesting at a later date.