

INTERNATIONAL CERTIFICATE IN FINANCIAL ENGLISH - ICFE***Exam for finance and accounting students and employees.***

The **International Certificate in Financial English (ICFE)** is a test of English language skills produced and assessed by University of Cambridge ESOL Examinations, in collaboration with the Association of Chartered Certified Accountants (ACCA). It tests the following skills:

- knowledge of vocabulary used in the international finance and accounting context,
- ability to operate in English in an international finance and accounting environment,
- ability to follow a course of study in finance and accountancy where a significant portion of the instruction is in English,
- reading and writing financial documentation (e.g. financial statements, articles about financial issues, reports, formal letters),
- expressing and justifying opinions related to financial issues,
- grammatical accuracy.

EXAM PAPERS AND FEES

The exam consists of four papers:

- Reading - 1 hour 15 min, 6 parts, 54 questions
- Writing - 1 hour 15 min, 2 tasks
- Listening – 40 min, 4 parts, 30 questions
- Speaking – 16 min, 4 parts, taken in pairs, conducted by 2 examiners

The fee for ICFE is **550 PLN**.

EXAM DATES

ICFE sessions take place in Warsaw and Kraków twice a year in May and November. Exam and registration dates in 2009 are as follows:

| Registration closing date | Written and listening papers | Speaking |
|----------------------------------|-------------------------------------|--------------------|
| 27 March 2009 | Saturday 16 May 2009 | 8-18 May 2009 |
| 25 September 2009 | Saturday 14 November 2009 | 6-16 November 2009 |

REGISTRATION

Candidates who wish to register for ICFE receive from the British Council in Warsaw a set of registration documents (Entry Form and payment slip). Documents can be:

- downloaded and printed from the British Council website: www.britishcouncil.pl
- received by post. Our contact details are as follows:
 - address for correspondence: **Customer Services**
British Council
Al. Jerozolimskie 59
00-697 Warszawa
 - email: exams@britishcouncil.pl
 - telephones: **022 695 59 00** (Warszawa)/ **012 428 59 30** (Kraków)

In Warsaw and Kraków registration documents can be also collected at the British Council Customer Services desk, Monday to Friday from 8:30 to 19:00 and on Saturday from 8:30 to 13:30.

The Entry Form, filled in block capital letters, and a copy of the proof of payment should reach the British Council no later than **27 March 2009** for the May session and no later than **25 September 2009** for the November session.

- If there are fewer than 10 candidates registered for a session the exam will not be organised and the candidates will receive a full refund of the examination fee.
- Candidates who register with the British Council for the exam can not have their fee refunded nor transferred to the next exam session.
- Candidates with special needs should apply for special arrangements before they make the payment.

THE SESSION

- On the day of the exam candidates should arrive no later than 15 minutes before the start of the test and bring an identity document (*dowód osobisty* or passport), a pen, pencil and eraser.
- Candidates who are absent from the exam for health reasons are entitled to receive a 60% refund of the examination fee. They should contact Examinations Services British Council in Warsaw no later than 5 working days after the exam.
- Candidates who are absent for other than health reasons are not entitled to a refund.

RESULTS

Candidates receive one of the following grades:

- Passing grades
 - Pass with Merit C1 English at advanced level (ie.CAE or BEC Higher)
 - Pass C1 English at advanced level (ie.CAE or BEC Higher)
 - Pass B2 English at intermediate level (ie.FCE or BEC Vantage)
- Failing grades
 - Narrow Fail
 - Fail

Results are available **ca 9 weeks** after the exam on <http://www.cambridgeesol-results.org>. Candidates receive from the British Council instructions how they can check their results. The Statement of Results shows a candidate's performance on each of the four papers and an overall grade. Those who achieve passing grades will receive an official certificate awarded by the University of Cambridge ESOL Examinations. Certificates can be obtained in the following way:

- in person at the British Council in Warsaw;
- by registered mail (PLEASE NOTE: in the case of loss of a certificate University of Cambridge will not issue a duplicate);
- by courier (at the candidate's expense).

PREPARATION FOR ICFE

A preparation course is not a requirement for candidates who want to register for ICFE. However, it is recommended that candidates have some knowledge of financial English or attend English for finance preparation course.

ICFE preparation materials:

- "Professional English in Use - Finance" by Ian MacKenzie (CUP)
- "Dictionary of Finance Terms for Professionals" by Roman Kozierekiewicz (C.H.BECK)
- Sample exam papers and online teacher resources are available at:
<http://www.cambridgeesol.org/teach/icfe/index.html>

Useful websites:

<http://www.britishcouncil.pl>

<http://www.financialenglish.org>

<http://www.CambridgeEsol.org>

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.
