

**Exams for LAWYERS and STUDENTS OF LAW:**

- 1. Test of Legal English Skills (TOLES)**
- 2. International Legal English Certificate (ILEC)**

The **Test of Legal English Skills (TOLES)** created by Global Legal English and the **International Legal English Certificate (ILEC)** created by the University of Cambridge ESOL Examinations in collaboration with TransLegal are tests of English language skills required by the legal profession and sectors related to law. They test the following skills:

- knowledge and use of vocabulary relevant in the global commercial market;
- writing formal letters and communicating by email;
- ability to follow a course of legal study where the instruction is in English;
- reading and writing complex law documentation (TOLES);
- the language of negotiating (TOLES);
- grammatical accuracy.

**RECOGNITION****TOLES is recognised by:**

- international law companies such as Allen & Overy, Clifford Chance, Freshfields, KPMG, Linklaters, Lovells,
- multinational companies such as Sony Ericsson, Daimler Chrysler, British American Tobacco, Kuwait Petroleum Corporation,
- non-commercial organisations such as European Central Bank, European Central Court, Lord Chancellor's Scheme - Law Society of England & Wales,
- law departments at overseas universities.

**ILEC is recognised by:**

- government bodies,
- professional bodies,
- institutions, colleges and universities,
- law firms and corporations.

A full list of institutions recognising ILEC is available on <http://www.legallenglishtest.org/recognition.php>

**1. Test of Legal English Skills (TOLES)****EXAM LEVELS, PAPERS AND FEES**

There are three levels of the exam:

- **TOLES Foundation** - suitable for candidates at all levels of general English who have just started studying legal English (the A2-B1 level of the Council of Europe, the equivalent of PET) – the fee is **320 PLN**
  - Reading & Writing – 1hour 30 min.
- **TOLES Higher** - suitable for candidates at a pre-intermediate to upper intermediate level of general English (the B1-B2 level of the Council of Europe, the equivalent of FCE) – the fee is **420 PLN**
  - Reading & Writing – 1hour 30 min.
  - Listening – 30 min.
- **TOLES Advanced** – at an advanced level of English (the C1 level of the Council of Europe, the equivalent of CAE) – the fee is **520 PLN**
  - Reading & Writing - 2 hours.

**EXAM DATES**

Exam dates in 2009 are as follows:

**TOLES Foundation**

Registration closing date

**13 February 2009**

**14 May 2009**

**22 October 2009**

Exam date

Thursday **19 March 2009**

Thursday **18 June 2009**

Thursday **26 November 2009**

**TOLES Higher**

Registration closing date

**13 February 2009**  
**14 May 2009**  
**22 October 2009**

Exam date

Thursday **19 March 2009**  
Thursday **18 June 2009**  
Thursday **26 November 2009****TOLES Advanced**

Registration closing date

**30 January 2009**  
**17 April 2009**  
**3 July 2009**  
**18 September 2009**

Exam date

Friday **6 March 2009**  
Friday **22 May 2009**  
Friday **7 August 2009**  
Friday **23 October 2009****REGISTRATION**

Candidates who wish to register for TOLES 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](http://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](mailto: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 **by the registration closing date written above**.
- Candidates who register with the British Council for the exam can not have their fee refunded nor transferred to the next exam session with the exception of the situations described below.
- The minimum number of candidates required for a **TOLES Advanced** session is 8. If there are fewer than 8 candidates registered for a session then the candidates can be transferred to the next available session or receive a full refund of the examination fee. In such a situation the decision as to whether to sit the examination in the next session or apply for a reimbursement rests with the candidate.
- If there is only one person registered for a session then:
  - **TOLES Foundation** and **TOLES Higher** – the exam can be organised if the candidate agrees to cover the courier costs of sending the exam papers;
  - **TOLES Advanced** – the candidate can be transferred to the next available session or receive a full refund of the examination fee.
- Candidates with special needs should apply for special arrangements before they make their payment.
- Candidates who are absent from the exam for health reasons will be allowed one deferral to sit the exam at the next convenient date. They should contact the British Council Examinations Services 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.
- TOLES can be taken at British Council offices in Warsaw and Kraków and in British Council Exam Centres in 19 major cities in Poland. (please see the list of Exam Centres at <http://www.britishcouncil.org/pl/poland-cambridge-esol-examinations.htm>). Candidates always register at the British Council in Warsaw.
- On the day of the exam candidates should bring an identity document (dowód osobisty or passport), a pen, pencil and eraser.

## **RESULTS**

Results are available **ca 6 weeks** after the exam. Certificates can be obtained in the following way:

- in person at the British Council in Warsaw
- by registered mail (in the case of the loss of a certificate the candidate covers the cost of issuing a duplicate)
- by courier (at the candidate's expense)

## **TOLES FOUNDATION and TOLES HIGHER**

There are four grade bands. Candidate's results are expressed as a percentage score.

**0-40** This candidate DOES NOT YET POSSESS legal English skills at the chosen level

**41-60** This candidate has SATISFACTORY legal English skills at the chosen level

**61-80** This candidate has VERY GOOD legal English skills at the chosen level

**81-100** This candidate has EXCELLENT legal English skills at the chosen level

## **TOLES ADVANCED**

The examination provides a series of six progressively graded results, which are designed to comment exclusively upon legal professionals whose first language is not English. They move from a very low level of proficiency (GREEN 0-100) up to an advanced level of proficiency which approaches native-level ability (GOLD 451-500).

<b>GOLD</b>	451-500 - excellent.
<b>ORANGE</b>	401-450 - very good
<b>RED</b>	301-400 - good
<b>PURPLE</b>	201-300 - satisfactory
<b>BLUE</b>	101-200 - approaching satisfactory
<b>GREEN</b>	0-100 - basic

## ***2. International Legal English Certificate (ILEC)***

### **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 ILEC is **750 PLN**.

### **EXAM DATES**

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

<b>Registration closing date</b>	<b>Written and listening papers</b>	<b>Speaking</b>
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 ILEC 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](http://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](mailto: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 administered and the candidates will receive a full refund of the examination fee.
- Candidates who register with the British Council for the exam cannot 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 mins 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 the 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:

- Pass grades
  - **Pass with Merit C1** English at advanced level (CAE level)
  - **Pass C1** English at advanced level (CAE level)
  - **Pass B2** English at intermediate level (FCE level)
- Fail 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 the candidate's performance on each of the four papers and an overall grade. Those who achieve pass 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 the loss of a certificate the University of Cambridge will not issue a duplicate)
- by courier (at the candidate's expense)

### **PREPARATION FOR TOLES AND ILEC**

A preparation course is not a requirement for candidates who want to register for TOLES or ILEC. However, it is recommended that candidates have some practice in law (are familiar with law) or attend a legal English preparation course.

- **ILEC preparation materials:**

"International Legal English Student's Book with Audio CDs" Amy Krois-Lindner (CUP)

"International Legal English Teacher's Book" Jeremy Day (CUP)

Sample exam papers and online teacher resources are available at <http://www.cambridge.org/elt/legalenglish/resources.htm>

- **TOLES preparation materials:**

"The Lawyer's English Language Coursebook" Catherine Mason and Rosemary Atkins

Sample tests for TOLES can be downloaded from <http://www.toles.co.uk> or ordered from Omnibus: [poznan@omnibus.com.pl](mailto:poznan@omnibus.com.pl) or [ksiazki@omnibus.com.pl](mailto:ksiazki@omnibus.com.pl)

- **Other preparation materials for legal English:**

Materials available in Poland:

058232842X: Mkt Leader Business Law

0582468981: Penguin: Test Your Professional English Law

0134012097: English for Law

0132804549: English Law and Language

837387084-9: C.H.BECK M.Jakubaszek "Legal English"

83-7387-253-1: C.H.BECK I.Kienzler "A Dictionary of Economic Terms (Banking-Finances-Law) English-Polish"

83-7387-328-7: C.H.BECK I.Kienzler "Polsko-Angielski Słownik Terminologii Gospodarczej (Bankowość-Finanse-Prawo)"

Materials available in UK (they can be ordered from Omnibus):

ISBN 042179870X English for Contract and Company Law by Chartrand, Millar and Wiltshire

ISBN 0-9537653-0-X An Essential A-Z of Business Law by Rosemary Atkins and Catherine Mason

### **TOLES AND ILEC COMPARISON**

<b>TOLES</b>	<b>ILEC</b>
Tests a candidate's legal English skills. Requires knowledge of legal vocabulary, as well as excellent writing skills. Recommended for lawyers, students of law and people who work in law related sectors.	Tests a candidate's legal English skills. Requires knowledge of legal vocabulary, as well as excellent writing skills. Recommended for lawyers, students of law and people who work in law related sectors.
Exam at A2 to C2 level of the Council of Europe	Exam at B2 and C1 levels of the Council of Europe
Exam produced by Global Legal English	Exam produced by University of Cambridge ESOL Examinations in collaboration with TransLegal, Europe a leading firm of lawyer-linguists.
TOLES Foundation - 1 paper <ul style="list-style-type: none"> <li>• Reading &amp; Writing</li> </ul> TOLES Higher - 2 papers <ul style="list-style-type: none"> <li>• Listening</li> <li>• Reading &amp; Writing</li> </ul> TOLES Advanced – 1 paper <ul style="list-style-type: none"> <li>• Reading &amp; Writing</li> </ul>	4 papers: <ul style="list-style-type: none"> <li>• Reading</li> <li>• Writing</li> <li>• Listening</li> <li>• Speaking</li> </ul>
One overall grade.	A diagram showing the performance on each paper and the overall grade.
Organised several times during the year.	Organised twice a year.

### **TOLES AND ILEC WEBSITES**

[www.britishcouncil.pl](http://www.britishcouncil.pl)

[www.toles.co.uk](http://www.toles.co.uk)

[www.LegalEnglishTest.org](http://www.LegalEnglishTest.org)

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 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.  
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