

*Exams for LAWYERS and STUDENTS OF LAW:
1. Test of Legal English Skills (TOLES)
2. International Legal English Certificate (ILEC)*

Test of Legal English Skills (TOLES) and **International Legal English Certificate (ILEC)** 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;

1. Test of Legal English Skills (TOLES)

EXAM LEVELS, PAPERS AND FEES

There are currently two levels of the exam:

- **TOLES Foundation** at intermediate level of English (equivalent of FCE) – the fee is **460 PLN (fee valid till 21 June 2007)**
 - Reading & Writing – 1hour 30 min.
 - Listening – 30 min.
- **TOLES Advanced** – at advanced level of English (equivalent of CAE) – the fee is **560 PLN**
 - Reading & Writing - 2 hours.

PLEASE NOTE: *In November 2007 new TOLES series will be introduced. There will be 3 exam levels:*

- **TOLES Foundation (A2-B1 level of Council of Europe) : Reading & Writing - 1hour 30 min, suitable for candidates at all levels of general English**
- **TOLES Higher (B1-B2 level of Council of Europe) : Reading & Writing – 1hour 30 min, Listening – 30 min, suitable for candidates at pre-intermediate to upper intermediate level of general English**
- **TOLES Advanced (B2-C2 level of Council of Europe) – will not change**

More information about the new TOLES series on www.toles.co.uk

EXAM DATES

Exam dates in 2007 are as follows:

TOLES Foundation

Thursday **15 March 2007**

Thursday **21 June 2007**

Thursday **28 November 2007 (NEW EXAM)**

TOLES Higher

Thursday **28 November 2007 (NEW EXAM)**

TOLES Advanced

Friday **26 January 2007**

Friday **9 March 2007**

Friday **18 May 2007**

Friday **27 July 2007**

Friday **24 August 2007**

Friday **19 October 2007**

REGISTRATION

- Candidates who wish to register for TOLES should contact Examinations Services British Council in Warsaw in order to receive a set of registration documents (Entry Form and payment slip). Documents can be collected at British Council, Monday to Friday at 9:00 - 16:00 or sent by post.

- address for correspondence: **Examinations Services – TOLES**
British Council
Al. Jerozolimskie 59
00-697 Warszawa
- email: **exams@britishcouncil.pl**
- telephone: **(022) 695 59 36, 695 59 40**

- Registration documents are also available on the British Council website: www.britishcouncil.pl

- The Entry Form, filled in block capital letters, and a copy of proof of payment should be delivered to the British Council **no later than 5 weeks** before the date of the exam. Candidates should bring their original proof of payment on the day of the exam.
- 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.
- If there is only one person registered for a session then:
 - **TOLES Foundation** – 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 Examinations Services British Council in Warsaw no later than 5 working days after the exam.
- TOLES can be taken at British Council offices in Warsaw and Kraków and in British Council Exam Centres in 21 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: their original proof of payment, 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 case of loss of certificate the candidate covers the cost of issuing a duplicate)
- by courier (at candidate's expense)

TOLES FOUNDATION examination grades

0-60	This candidate has NO ABILITY to use legal English.
61-70	This candidate has SOME KNOWLEDGE of general English and legal English skills.
71-80	This candidate has PROMISING KNOWLEDGE of legal English skills. He / she can probably provide basic information and understand a limited amount of vocabulary but is unlikely to be able to follow a discussion or cope with a complex documentation.
81-90	This candidate has a SATISFACTORY level of basic legal English skills.
91-100	This candidate has GOOD basic legal English skills.

TOLES ADVANCED examination grades

GOLD	(451-500) This candidate has excellent general English skills and is assessed as having EXCELLENT legal English skills.
ORANGE	(401-450) This candidate has very good general English skills and is assessed as having VERY GOOD legal English skills.
RED	(301-400) This candidate has well-above average general English skills and GOOD legal English skills.
PURPLE	(201-300) This candidate has good general English skills and is assessed as having SATISFACTORY legal English skills.
BLUE	(101-200) This candidate probably has an above average level of general English skills and is assessed as having APPROACHING SATISFACTORY legal English skills.
GREEN	(0-100) This candidate may well have a good knowledge of general English but is assessed as having BASIC legal English skills.

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 **865 PLN**.

EXAM DATES

ILEC sessions take place in Warsaw and Kraków twice a year in May and November. Exam dates in 2007 are as follows:

Written papers	Speaking	Registration closing date
Saturday 12 May 2007	4 - 14 May 2007	23 March 2007
Saturday 17 November 2007	9-19 November 2007	28 September 2007

REGISTRATION

- Candidates who wish to register for ILEC should contact Examinations Services British Council in Warsaw in order to receive a set of registration documents (Entry Form and payment slip). Documents can be collected at the British Council, Monday to Friday from 9:00 to 16:00 or sent by post.
 - address for correspondence: **Examinations Services – ILEC**
British Council
Al. Jerozolimskie 59
00-697 Warszawa
 - email: **exams@britishcouncil.pl**
 - telephone: **(022) 695 59 36, 695 59 40**
- Registration documents are also available on the British Council website: www.britishcouncil.pl
- The Entry Form, filled in block capital letters, and a copy of the proof of payment should be delivered to the British Council no later than **23 March 2007 for May session** and no later than **28 September 2007 for November session**. Candidates should bring their original proof of payment on the day of the exam.
- If there are fewer than 10 candidates registered for a session the candidates will receive a full refund of the examination fee.
- Candidates who are absent from the exam for health reasons should contact Examinations Services British Council in Warsaw no later than 5 working days after the exam.
- Candidates with special needs should apply for special arrangements **before they make the payment**.
- On the day of the exam candidates should bring: their original proof of payment, an identity document (dowód osobisty or passport), a pen, pencil and eraser.

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 6 weeks** after the exam. The Statement of Results shows 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 British Council in Warsaw
- by registered mail (**PLEASE NOTE: in case of loss of certificate University of Cambridge will not issue a duplicate**)
- by courier (at 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:**
 “Sample tests” for TOLES can be downloaded from <http://www.toles.co.uk> or ordered from Omnibus:
poznan@omnibus.com.pl or ksiazki@omnibus.com.pl
 “The Lawyer’s English Language Coursebook” Catherine Mason and Rosemary Atkins will be available in Spring 2007

- **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 „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

TOLES	ILEC
Test of 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 Council of Europe	Exam at B2 and C1 levels of 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"> • Reading & Writing TOLES Higher - 2 papers <ul style="list-style-type: none"> • Listening • Reading & Writing TOLES Advanced – 1 paper <ul style="list-style-type: none"> • Reading & Writing 	4 papers: <ul style="list-style-type: none"> • Reading • Writing • Listening • Speaking
One overall grade.	A diagram showing 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

www.toles.co.uk

www.LegalEnglishTest.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.