

Spring 2009 Examination Session: **6-15 March 2009.**

I. ENTRIES

1. INDIVIDUAL CANDIDATES

The British Council hereby informs that in the British Council Examinations Centres in Poland the standard entry registration for the Spring 2009 session of the **FCE** and **CAE** Cambridge ESOL examinations will take place from **1st December 2008 till 20th January 2009.**

Late entry registration for the Spring 2009 **FCE** and **CAE** examinations will be held from **21st January till 4th February 2009.** Late entry fees are 100 zł higher than standard entry fees.

A. In order to register for an examination in the **standard entry period** you should:

1. **By 20th January 2009** enter your candidature into the candidates' on-line database in the British Council EntryNet system on www.britishcouncil.pl.
2. **By 21st January 2009** deposit the required fee according to the instructions given in the British Council EntryNet.

Candidates who by the above dates do not observe the procedures stated in points A. 1 and 2 will not be able to enter for the Spring 2009 session of the Cambridge ESOL examinations in the standard entry period and their personal data will be deleted from the candidates' database in the British Council EntryNet on-line registration system.

B. In order to register for an examination in the **Late Entry period** you should:

1. **In the period from 21st January to 4th February 2009** enter your candidature into the candidates' on-line database in the British Council EntryNet system on www.britishcouncil.pl.
2. **By 5th February 2009** deposit the required fee according to the instructions given in the British Council EntryNet.

Candidates who do not observe the procedures stated in points B. 1 and 2 by the above dates will not be able to enter for the Spring 2009 session of the Cambridge ESOL examinations in the Late Entry period and their personal data will be deleted from the candidates' database in the British Council EntryNet on-line registration system.

Candidates will receive by e-mail the confirmation that their data was successfully added to the candidates' on-line database together with information regarding payment details and examination fee. The proof of payment submission is not required. When the payment is accredited to the British Council account the candidate will receive an e-mail with the conformation of registration for a Cambridge ESOL examination in the Spring 2009 session. Both e-mail messages should be kept until the Statement of Entry with the detailed plan of the session is delivered by traditional mail.

2. CANDIDATES REGISTERED BY SCHOOLS / INSTITUTIONS

Schools/institutions registering candidates on Block Entry Forms are responsible for collecting all the completed documentation from their candidates and delivering it to the exam centre as well as distributing all registration documentation to their candidates.

3. FEES IN THE NORMAL ENTRY PERIOD

- | | |
|--|---------------|
| • FIRST CERTIFICATE IN ENGLISH (FCE) | 495 zł |
| • CERTIFICATE IN ADVANCED ENGLISH (CAE) | 520 zł |

The British Council is not a payer of VAT.

If the number of candidates registered by a centre for each exam level is lower than the minimum number required by the University of Cambridge ESOL Examinations, the British Council, whenever possible, will conduct the examination in another British Council Examination Centre or reimburse the examination fee. The decision as to whether to sit the examination or apply for reimbursement rests with the candidate.

II. SPECIAL ARRANGEMENTS

1. DISABLED CANDIDATES

Candidates who require special arrangements (e.g. candidates with hearing or visual difficulties) are asked to provisionally report it while entering their data into the candidates' on-line database in the British Council EntryNet system or, if registered by school / institution – while entering their data into the Block Entry Form. Relevant supporting documentation – a medical certificate and a form completed and signed by the candidate (available on www.britishcouncil.pl and also in all examination centres) - should be submitted to the examination centre **by the end of the particular registration period** (points I.1.A.2 or I.1.B.2 of the present regulations).

2. DYSLEXIA

Candidates applying for 25 % extra time for the written parts of the examination because of dyslexia, dysgraphia or dysorthography are asked to provisionally report it while entering their data into the candidates' on-line database in the British Council EntryNet system or, if registered by school / institution – while entering their data into the Block Entry Form and submit the following documents to the examination centre **by the end of the particular registration period** (points I.1.A.2 or I.1.B.2 of the present regulations):

1. A report provided by a fully qualified educational, clinical or chartered psychologist:
 - a) issued not earlier than March 2007
 - b) stating details of the degree of dyslexia, dysgraphia or dysorthography
 - c) naming tests conducted to diagnose dyslexia, dysgraphia or dysorthography
2. A form completed and signed by the candidate (available on www.britishcouncil.pl and also in all examination centres).

No documents will be accepted after the dates stated in points I.1.A.2 or I.1.B.2 of the present regulations. Any request for special arrangements of candidates who provisionally reported their special arrangements needs while entering their data into the candidates' on-line database in the British Council EntryNet system, but did not deliver the abovementioned documents by the dates stated in points I.1.A.2 or I.1.B.2 of the present regulations will not be taken into consideration.

III. CHANGES

- 1 Fees cannot be reimbursed after registration.
- 2 Fees cannot be transferred from one type of exam to another.
- 3 Fees cannot be transferred to a later date (e.g. next exam session).
- 4 The dates and times of the Writing, Reading, English in Use and the Listening test cannot be changed.
- 5 A candidate registered for an examination can be transferred to another examination centre for all parts of the test if the accepting centre agrees to the transfer.
 - 5.1 If the centre in which the candidate originally registered for the exam and the accepting centre to which the candidate is transferring are both located in Poland and are the members of the British Council Examinations Centres network an additional fee of 30 zł will be charged for the transfer. The fee is paid at the examination centre at the time the change is made.
 - 5.2 If either the centre in which the candidate originally registered for the exam or the accepting centre to which the candidate is transferring are located abroad or is not a member of the British Council Examinations Centres network an additional fee will be charged. Information on the fee and transfer procedures will be provided by the centre.
- 6 Changes of Speaking test dates are possible, provided the request is made before the end of the Speaking session and the centre is able to provide appropriate administrative arrangements. Test dates can be changed in the following circumstances:
 - candidate illness
 - important family events
 - business trips

- circumstances beyond a candidate's control
- university exams during the university examination periods
- school trips
- pre-paid holidays organised by a travel agency.

All the above cases should be confirmed by relevant documents.

- 7 Candidates who are unable to take part in the Speaking test on the appointed date for the reasons mentioned above are requested to contact their examination centre immediately and bring the following documents:
- relevant document confirming inability to attend the Speaking test
 - Statement of Entry.
- 8 A fee of 30 zł is charged for a change of the Speaking test date. The fee is paid at the examination centre at the time the change is made.
- 9 Candidates who submit to the examination centre at the time of registration a document confirming that they will not be able to attend the Speaking test on a specified date for the reasons listed above will not be charged the additional fee of 30 zł. The document cannot be issued for the date of the written part of the exam, a period longer than 5 days or a period covering more than one weekend.

IV. EXAM ARRANGEMENTS

Candidates entered for the Cambridge ESOL examinations who do not receive their Statement of Entry **by 2nd March 2009** are requested to contact their exam centre immediately.

Individual candidates will receive their Statement of Entry by post. Candidates registered by schools/institutions will receive their Statements of Entry from those schools/institutions.

In the Spring 2009 session examinations will take place in the following periods:

| Examination | Written Papers and the Listening Test | 'Windows' for the Speaking Test |
|--------------------|--|--|
| FCE | 14 th March (Saturday) | 6-15 th March |
| CAE | 14 th March (Saturday) | 6-15 th March |

Individual timetables will be issued to each candidate in their Statement of Entry.

Candidates should:

- **be punctual** (latecomers will not be allowed into the exam room)
- **bring an identity card** (ID card) with a recent photo to the exam venue
- **bring their Statement of Entry to the exam venue**
- **bring a pen, pencil and eraser to the exam venue**

Candidates are not allowed to bring the following items to the exam venue: walkmans, CD & MP3 players, laptops, dictaphones and other electronic equipment.

Candidates are also requested not to bring expensive personal items.

MOBILE PHONES

Mobile phones must be switched off and placed on the desk screen down during the whole period of the examination. Any candidate using a mobile phone during the test will be disqualified from the examination.

SPEAKING TEST

For the purpose of the Speaking test candidates are paired up by examination centre staff and cannot choose partners for interviews themselves.

All comments concerning the conduct of the examination should be directed to the Supervisor immediately after the examination (in the case of the Listening test all comments should be reported at the beginning of the test, after hearing the introductory recording) and in writing to the examination centre staff no later than **31st March 2009**.

Candidates (or institutions covering the examination fee for candidates) absent from the **written parts** of the examination for health reasons are entitled to a 60 % refund of the basic exam fee. Medical certificates issued on a form supplied by the examination centre or downloaded from the website www.britishcouncil.pl should be submitted to British Council Examinations Services (Al. Jerozolimskie 59, 00-697 Warszawa) **no later than 31st March 2009**.

Candidates absent from the test for reasons other than health are not entitled to a refund.

RECOMMENDED TEXTS

The University of Cambridge ESOL recommends the following texts as background preparation for the **FCE** and **CAE** Writing paper for the Spring 2009 session:

FCE:

Charles Dickens
Great Expectations (Macmillan)
Gaston Leroux
The Phantom of the Opera (Penguin)

CAE:

Kingsley Amis *Lucky Jim*
John Grisham *The Pelican Brief*

V. RESULTS

- 1 Exam papers are marked in Cambridge. It is not possible to view the papers or obtain information about the number of points allocated in the examination.
 - 1.1 Statements of Results are available approximately 7 weeks after the end of the exam session.
 - 1.2 Statements of Results will be available on the University of Cambridge ESOL Examinations website: www.CambridgeESOL-results.org. Candidates will receive the password to this website on the day of the exam. Information on candidates' final grades will be also published on www.britishcouncil.pl.
- 2 Schools/institutions which registered groups of candidates will receive Statements of Results by post to the address provided during registration.
- 3 Exam centres do not provide information about results electronically (e-mail) or over the phone.
- 4 Results enquiries should be submitted to the exam centre by **18th June 2009** inclusive. University of Cambridge ESOL offers two forms of results enquiries:
 - 4.1 clerical re-check;
 - 4.2 full re-mark of the candidate's examination papers with the exception of Paper 5 - Speaking.Both services are chargeable. The pricelist is available in all examination centres.

Candidates' results and certificates are kept by an exam centre for two years from the first day they are available for collection from that centre. Afterwards they are destroyed.

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.