

CAMBRIDGE ENGLISH EXAMINATIONS CALENDAR 2017

Exams	Fees*** (RON)	Open sessions	Speaking window**	Registrations
YLE (pen and paper) Starters, Movers, Flyers	280	Sun, 26 February	All exam papers take place on the same date.	5-10 January
		Sun, 19 March		25-29 January
		Sun, 2 April		15-19 February
		Mon, 10 April		20-24 February
		Sun, 21 May		27-31 March
		Sat, 1 July		8-12 May
		Sun, 26 November		2-8 October
KET and PET (pen and paper)	KET 360 PET 480	Sat, 18 February	10-19 February	6-12 January
		Sat, 18 March	10-19 March	1-7 February
		Sat, 17 June	2-18 June	24-29 April
KET and PET for Schools (pen and paper)	KET 360 PET 480	Sun, 14 May	5-14 May	24-30 March
		Sat, 27 May	19-28 May	7-14 April
		Sat, 18 November	10-19 November	3-9 October
KET and PET for Schools (computer based)*	KET 360 PET 480	Sat, 11 February	4-12 February	26-27 January
		Sat, 28 October	21-29 October	12-13 October
		Thu, 7 December	30 November-10 December	21-22 November
FCE (pen and paper)	630	Sat, 4 March	24 February-5 March	16-20 January
		Thu, 27 July	21-30 July	9-16 June
FCE (computer based)*	630	Tue, 11 April	4-16 April	23-24 March
FCE for Schools (pen and paper)	630	Sat, 6 May	28 April-7 May	17-23 March
		Sat, 10 June	2-11 June	10-28 April
		Sat, 2 December	24 November-3 December	13-20 October
FCE for Schools (computer based)*	630	Fri, 3 November	27 October-5 November	18-19 October
CAE (pen and paper)	640	Sat, 11 March	3-12 March	20-27 January
		Sat, 13 May	5-14 May	23-29 March
		Sat, 3 June	19 May-4 June	4-14 April
		Thu, 20 July	14-23 July	2-9 June
		Sat, 14 October	6-15 October	1-8 September
		Sat, 9 December	24 November-10 December	13-20 October
CAE (computer based)*	640	Sat, 21 January	14-22 January	5-6 January
		Sat, 8 April	1-9 April	23-24 March
		Sat, 11 November	4-12 November	26-27 October
CPE (pen and paper)	720	Thu, 8 June	26 May-11 June	10-26 April
		Thu, 30 November	17 November-3 December	6-13 October
TKT (pen and paper) Modules 1,2,3,CLIL,YL	210	Mon, 3 April	-	8-15 February
		Mon, 6 November	-	11-15 September
BEC Higher (computer based)*	670	Fri, 16 June	9-18 June	30-31 May
		Fri, 15 December	8-17 December	27-30 November

* For computer based exams there is a limited number of places available.

** The Speaking test can be scheduled on any date within the window specified above.

*** Fees are subject to change in 2017. Any change will be notified on the website www.britishcouncil.ro.

If you represent a school or an institution, are interested in organising exams on its premises and can register at least 20 candidates per level for Paper Based (or 15 per level for Computer Based) we will also be able to organise any session listed on www.cambridgeenglish.org, for (CB) KET, (CB) KET for Schools, (CB) PET, (CB) PET for Schools, (CB) FCE, (CB) FCE for Schools, (CB) CAE, (CB) CPE. You need to contact us at least 7 weeks before the date of the written exam. Approval to hold a closed session is only possible at the request of a school/institution with the prior written consent of the British Council.

CAMBRIDGE ENGLISH EXAMINATIONS INSTRUCTIONS FOR INDIVIDUAL CANDIDATES

A. Registration procedure

1. Register online through our **Online Registration System**. Please read the **Terms and Conditions** on the British Council Romania website. You will receive an automatic reply called "Application Summary", with details about the payment procedure.
2. Pay the exam fee online upon registration or by bank transfer within two working days. The examination fee can be transferred from the bank where you have an account (if you don't have an account, the payment can be made from CEC Bank or Transilvania Bank) to British Council Exams, CUI 9000000026598, IBAN RO88 CITI 0000 0008 2601 2196, account open at Citibank Europe plc, Dublin – Bucharest.
3. Once your payment is confirmed by the British Council, you will receive an automatic email called "Confirmation". This is the final confirmation of your registration. If your payment is not received in due time, your registration is cancelled.
4. The exam day schedule and location, together with the day of the Speaking test, will be sent by email at least one week before the start of the Speaking window below. Note that you need to contact us in case you did not receive these details, as this information is essential.

Transfers

After registrations end, entries cannot be transferred from one examination sitting to a future one or to a different level. Transfers from one centre to another are not permitted.

Special arrangements

Any candidate who has special needs related to a disability is entitled to assistance, provided they inform the British Council about their entitlement to special arrangements upon registration (unless there is an emergency) so that approval from Cambridge English can be granted in due time.

Late registrations

In case one misses the registration period, they can still register (by paying an extra fee) during the late registration period, which is advertised on www.britishcouncil.ro.

B. Exam sitting

The duration of the exams

The exams are usually held on two days: one day for the written papers (set by Cambridge English) and another day for Speaking set by British Council, within the Speaking window.

The allocation of candidates

Candidates are allocated to rooms and exam dates according to their candidate number, which is automatically issued by the exams software upon registration.

Feedback

Any queries or complaints about the way the exam is organised are dealt with by a supervisor or the British Council representative at the venue immediately after the end of the paper or exam. Any complaints concerning the administration of the exam which are sent afterwards (eg after results are issued) will not be taken into consideration.

C. Withdrawal, results, certificates

Withdrawal

Partial refunds of exam fees are only approved on medical or bereavement grounds. To apply for a refund, candidates need to send by email a withdrawal request form, accompanied by a valid statement from a medical practitioner, within 5 days of the exam. Candidates withdrawn on bereavement grounds receive a full refund. Refunds are not given for any other reason (including, for example, clash of dates with other examinations, travel etc).

Results

Results are available online to all candidates starting 4 weeks after the paper-based exam date and 2 weeks respectively after the date of the computer based tests. All candidates are emailed a result reminder message from the British Council. Results are confidential; they are not displayed and are not communicated by phone.

Enquiries on result

Enquiries can be made according to the procedure specified in the result email. You can request either a clerical **re-check** (an enquiry on results for the Reading, Use of English and Listening papers) or a **re-mark** (this includes the re-check procedure and an enquiry on result for the Writing paper); both services are charged. It is extremely rare for such enquiries to lead to a change in the result for the following reasons: the majority of papers are either machine-marked or clerically marked with double-checking; examiner-marked papers are typically double-marked and in borderline or disputed cases they are marked three or four times.

Certificates

Certificates are issued by Cambridge English about 2 months after the exam date for paper-based examinations and about 4 weeks after the date of computer-based examinations, but the exact period when certificates can be collected is mentioned in the result reminder email. Certificates are not sent by courier unless the British Council Examinations Services receive a written request from the certificate owner.

CAMBRIDGE ENGLISH EXAMINATIONS INSTRUCTIONS FOR PREPARATION CENTRES

Block entries. Definition

A block entry is when an institution (called *preparation centre*) enters a group of candidates, rather than the candidates registering as individuals. The minimum number of candidates for a block entry is 2.

Exams available for block entries

Preparation centres can register candidates for any of the Cambridge examinations offered by the British Council Romania Examinations Services: YLE, KET, KET for Schools, PET, PET for Schools, FCE, FCE for Schools, CAE, CPE.

Registration procedures

A preparation centre can register candidates either online, using the **Preparation Centre Portal** <https://esolb2b.britishcouncil.org>, or by email.

The preparation centre must provide the British Council Examinations Services with the following:

1. candidate table
2. proof of payment
3. terms and conditions for block entry candidates
4. proof that a group of candidates are registered in English bilingual or intensive classes (if applicable)

1. **The candidate table** must be e-mailed to the British Council Examinations Services **within the registration period** and **must include both candidates' details (date of birth, email address) and the school details (name, address, name of the person** designated by the preparation centre to act as contact person in all matters concerning the respective examination session). Please make sure that you supply this information even if it remains unchanged from previous sessions – again, this makes all procedures related to the exam registration much easier.

The template of this table is available on the British Council website (www.britishcouncil.ro). A separate file is necessary for each syllabus (e.g., FCE.xls, CAE.xls etc.).

Your registration is completed once you have received an answer to your e-mail.

2. Proof of payment

The examination fees can be transferred from the bank where you have an account (if you don't have an account, the payment can be made from CEC Bank or Transilvania Bank) to British Council Exams, CUI 9000000026598, IBAN RO88 CITI 0000 0008 2601 2196, account open at Citibank Europe plc, Dublin – Bucharest. **Proof of payment must be sent together with the table of candidates.** Please note that complete registration implies both payment, completion of the above mentioned table and signed Terms and Conditions.

3. Terms and conditions for block entry candidates

Preparation centres **must** send a signed "Terms and Conditions" form for *each* registered candidate to the Examinations Services. This form requires the candidate's (or parents/legal guardians') signature as a form of consent for agreeing with regulations and agreeing to be taken a photo on the day of the exam.

4. Proof for bilingual and intensive classes

In order for the block entry to benefit from the 10 % discount on CAE, registration has to include a proof of the fact that the respective students are enrolled in a bilingual or intensive programme, where that is the case. *The 10% discount is offered exclusively to schools and only applies to block entry registrations. The discount does not apply to individual candidates.*

The candidates from **English bilingual or intensive classes** entered for CAE will be listed **separately** (in a separate worksheet) as the school is entitled to a 10% discount on the exam fee, in accordance with an agreement signed by the British Council, the Romanian Ministry of Education and the University of Cambridge ESOL Examinations in 1999 and 2012. Please note that entries can only be accepted upon full completion of the above details; all the required information is compulsory in order to enter candidates in the exams data-base. Candidates' names should be in accordance with their official ID documents.

The preparation centre should let candidates know that they can only sit the exam as part of the block entry if their details are entered in the respective table. Candidates who register individually (i.e. who register online and send proof of payment to the British Council on their own) **cannot** sit the exam as part of the block entry in a closed sub-centre (where

this is the case). Subsequent transfers from an open centre to a closed sub-centre or from one session or level to another will not be accepted after registrations close.

Details about examination dates and venues are sent by email to candidates, two weeks before the date of the exam for paper based sessions and one week before for computer based ones.

Exam administration for approved closed sub-centres - Dates

The date of the written papers (Reading & Use of English, Writing and Listening) is set by Cambridge English and the date of the Speaking test is agreed between the British Council Examinations Services and the preparation centre.

Preparation centres who want to organise one or several examinations on their premises have to enter a minimum of 20 candidates *for each level*. They should inform British Council Bucharest, Cluj or Iasi of their intention when they send the candidate list. A decision will be taken after registrations close. The Partnership contract which is signed by British Council and your institution will make reference to the available incentive scheme for closed sub-centres (“adeverinte”, gift vouchers etc).

All candidates registered as block entries through a school or institution agree to have their data transmitted through the representative of that institution, to the British Council. **The school or institution undertakes the responsibility to inform all its candidates and their parents or legal guardians (in the case of minor candidates) about British Council's Terms and Conditions.**

Advantage Programme

Preparation centres that register candidates as block entries can be entitled to **Advantage** Programme membership and access the benefits of their 2017 entries. To activate their membership, qualifying institutions must complete and sign the form Terms and Conditions and return to the **British Council**.

For more information, please contact us:

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