

**2018 CALENDAR**

Exams	Fees*** (RON)	Open sessions	Speaking window**	Registrations
YLE (pen and paper) Starters, Movers, Flyers	305	Sun, 25 February	All exam papers take place on the same date.	8 - 13 January
		Sun, 18 March		19 - 26 January
		Sun, 1 April		12 - 17 February
		Mon, 30 April		12 - 18 March
		Sun, 20 May		2 - 7 April
		Sat, 30 June		14 - 19 May
		Sun, 18 November		1 - 6 October
KET and PET (pen and paper)	KET 385 PET 480	Sat, 24 February	16 – 25 February	15 – 19 January
KET and PET for Schools (pen and paper)		Sat, 16 June	8 – 17 June	1 – 9 May
		Sat, 10 March	2 – 11 March	25 – 31 January
		Sun, 13 May	4 – 13 May	23 – 30 March
		Sat, 26 May	18 – 27 May	2 – 13 April
		Sat, 24 November	16 – 25 November	5 – 11 October
KET and PET for Schools (computer based)*	KET 405 PET 530	Sat, 17 February	9 – 18 February	1 – 2 February
FCE (pen and paper)	645	Sat, 27 October	19 – 28 October	11 – 12 October
		Thu, 13 December	7 – 16 December	27 – 28 November
FCE (pen and paper)	645	Thu, 26 July	20 – 29 July	7 – 13 June
FCE for Schools (pen and paper)		Sat, 17 March	9 – 18 March	29 January – 5 February
		Sat, 5 May	27 April – 6 May	20 – 26 March
		Sat, 9 June	1 – 10 June	23 – 30 April
		Sat, 1 December	23 November – 2 December	17 – 22 October
FCE for Schools (computer based)*	685	Fri, 11 May	4 – 13 May	23 – 24 April
CAE (pen and paper)	650	Fri, 2 November	26 October – 4 November	17 – 18 October
		Sat, 24 March	16 – 25 March	29 January – 9 February
		Sat, 12 May	4 – 13 May	15 – 23 March
		Sat, 2 June	25 May – 3 June	2 – 12 April
		Wed, 25 July	20 – 29 July	1 – 8 June
		Sat, 20 October	12 – 21 October	4 – 9 September
CAE (computer based)*	700	Sat, 8 December	30 November – 9 December	16 – 20 October
		Sat, 20 January	12 – 21 January	4 – 5 January
CPE (pen and paper)	755	Sat, 10 November	2 – 11 November	25 – 26 October
		Thu, 14 June	8 – 17 June	23 – 30 April
TKT (pen and paper) Modules 1,2,3,CLIL,YL	255	Thu, 6 Dec	30 November – 9 December	16 – 20 October
		Mon, 2 April	n/a	12 – 16 February
BEC Higher (computer based)*	720	Mon, 5 November	n/a	10 – 14 September
		Fri, 22 June	15 – 24 June	6 – 7 June

\* 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 and registration periods are subject to change in 2018. Any change will be notified on the website [www.britishcouncil.ro](http://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](http://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 8 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 to British Council Exams, CUI 9000000026598, IBAN RO88 CITI 0000 0008 2601 2196, account open at Citibank Europe plc, Dublin – Bucharest. If you don't have an account, the payment can be made in cash at CEC Bank or Transilvania Bank.
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](http://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](http://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 to British Council Exams, CUI 9000000026598, IBAN RO88 CITI 0000 0008 2601 2196, account open at Citibank Europe plc, Dublin – Bucharest. If you don't have an account, the payment can be made in cash at CEC Bank or Transilvania Bank. **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, upon registration. 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:

#### **British Council Bucharest**

14 Calea Dorobanților, 010572, Bucharest

T: 021 3079600

E: [contact@britishcouncil.ro](mailto:contact@britishcouncil.ro)

#### **British Council Iași**

4 Păcurari street, 700511, Iași

T: 0232 316159

E: [bc.iasi@britishcouncil.ro](mailto:bc.iasi@britishcouncil.ro)

#### **British Council Cluj-Napoca**

11 Arany Janos street, 400028, Cluj-Napoca

T: 0264 594408

E: [bc.cluj@britishcouncil.ro](mailto:bc.cluj@britishcouncil.ro)

#### **Centrul Pentru Învățarea Limbilor Moderne, Brașov**

Transilvania University of Brașov, Aula Sergiu T.

Chiriacescu, room UII1, 2nd floor

41A Iuliu Maniu street, 500091, Brașov

T: 021 3079600

E: [contact@britishcouncil.ro](mailto:contact@britishcouncil.ro)

#### **Asociația Alternativă Culturală, Timișoara**

4 Vasile Pârvan blvd., 1st floor

Sediul Bibliotecii Centrale Universitare

T: 0749 478 639

E: [office@alternativaculturala.ro](mailto:office@alternativaculturala.ro)

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.

As the UK's principal cultural relations organisation the British Council is strongly committed to Equal Opportunity & Diversity