

## TERMINI E CONDIZIONI

CANDIDATI ISCRITTI ATTRAVERSO LA PROPRIA SCUOLA

- L'iscrizione è valida solo per la data d'esame indicata sul modulo inviato dalla Scuola. Non è possibile trasferire la tariffa d'iscrizione ad altre date, né ad altri tipi d'esame della stessa sessione. L'iscrizione è nominale e in nessun caso può essere trasferita a terzi. L'iscrizione non è rimborsabile, se non in forma parziale nel caso di assenza alle prove per motivi di salute del candidato, presentando alla scuola il certificato medico entro una settimana dall'esame. Le iscrizioni trasmesse dopo le scadenze previste sono soggette a penali.
- I candidati devono informarsi prima dell'iscrizione circa la data dello scritto, di cui la Scuola ha ricevuto opportuna comunicazione, affinché non coincidano con precedenti impegni presi; non è possibile scegliere e/o modificare le date delle prove. Sono confermate in anticipo solo le date per la prova scritta. Ad eccezione degli esami Young Learners, le prove orali si tengono di solito alcuni giorni prima o dopo la data della prova scritta. Per motivi organizzativi e logistici, è molto probabile che le prove d'esame si svolgeranno anche il sabato e/o la domenica (o altre festività infrasettimanali). Le date degli esami orali e le sedi d'esame saranno comunicate al docente referente, tramite comunicazione email, con almeno una settimana di anticipo. La scuola sarà tenuta a trasmettere a tutti i candidati tale comunicazione, contenente anche informazioni circa il numero di candidato e gli orari delle prove. Candidati che riscontrino anomalie nei propri dati anagrafici sulla convocazione dovranno darne diretta e tempestiva comunicazione attraverso le istruzioni riportate nella convocazione.
- Per tutti i candidati che richiedano special arrangements per lo svolgimento delle prove in condizioni di pari opportunità, all'atto dell'iscrizione deve essere fornito al British Council un certificato medico specialistico, rilasciato nei 2 anni precedenti. La scadenza per presentare tali iscrizioni è fissata in ogni caso a 2 mesi prima della data d'esame scelta.
- Ad eccezione degli esami Young Learners, a tutti i candidati sarà chiesto di mostrare un documento di identità valido per accedere alle prove; i minori sprovvisti potranno avvalersi dell'Appendice alle pagine 5 e 6 di questi termini e condizioni.
- Tutte le prove d'esame sono corrette e valutate dall'Università di Cambridge – English Examinations in Inghilterra che ne trasmette i risultati finali. I risultati degli esami sono definitivi e insindacabili. Le prove d'esame ed i criteri di valutazione rimangono di proprietà di Cambridge, che non ne consente la consultazione. I risultati sono accessibili on-line per tutti i candidati e i dettagli d'accesso saranno consegnati unitamente alla convocazione. In caso di perdita delle informazioni riguardanti l'accesso ai risultati on-line, si potrà contattare la propria Scuola per conoscere il risultato, a partire dalla data di pubblicazione (da 2 settimane dopo l'esame Computer Based a 6 settimane dopo l'esame Paper Based). I risultati di candidati iscritti collettivamente da una Scuola, infatti, saranno accessibili anche dai referenti della stessa. I certificati originali degli esami sostenuti sono poi resi disponibili direttamente alla Scuola.
- Il British Council e le commissioni d'esame si impegnano ad adottare ogni ragionevole precauzione per garantire la continuità del servizio. Tuttavia non ci è possibile assumere la responsabilità di interruzioni causate da circostanze fuori dal nostro controllo. Qualora le prove d'esame siano disturbate, cancellate o ritardate, ci impegnamo a fare tutto il possibile per riprendere il regolare servizio. La responsabilità del British Council è, in ogni caso, limitata al rimborso della tariffa d'iscrizione o a ripetere l'esame in nuova data.

La pubblicazione *Regulations* riporta una lista completa delle regole degli esami di Cambridge. Segue il sommario di tale pubblicazione, cui copia aggiornata sarà inviata ai referenti insieme alla convocazione all'esame. Disponibile anche alla pagina: [www.cambridgeenglish.org/help](http://www.cambridgeenglish.org/help)

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# Summary Regulations for Candidates

Last updated November 2020

This document and the Notice to Candidates contain a summary of the information you need in order to take a Cambridge Assessment English exam. You must read these very carefully. If you do not understand something, please ask your Centre. The full regulations, which set out your rights and obligations as a candidate, are in the Regulations booklet which is available from your Centre or you can download it from [cambridgeenglish.org/help](https://cambridgeenglish.org/help)

- **Cambridge Assessment English:** An examination board and part of Cambridge Assessment. Experts in English language assessment, responsible for creating, distributing and marking your exam. Where 'we', 'our' and 'us' is used in this document it means Cambridge Assessment English.
- **Centre:** a Cambridge Assessment English Authorised Examination Centre. Centres are independently run institutions and we are not responsible for any actions or omissions by Centres.
- **Candidate:** someone who has registered to take a Cambridge Assessment English exam. Referred to as 'you' or 'your' in this document.

## 1. Entry regulations

- Our exams may be taken by people of any age, gender, race, nationality or religion. Although they are designed for native speakers of languages other than English, no language related restrictions apply.
- You must not enter for the same exam more than once in any 28 day period.
- All components of an exam must be taken on the dates specified.

## 2. Entering for an exam

- You must register for an exam through a Centre. Your contract is with the Centre and you pay your exam fees to them.
- You cannot transfer an entry from one exam to another.
- We will always try to make arrangements for candidates with special requirements (e.g. extra time or adapted papers). You must tell your Centre as soon as possible if you have any special requirements. Depending on what is required and which exam you are taking, up to 3 months' notice may be required.
- Some exams can be used for immigration purposes. Sometimes your passport number is required, for example when taking C1 Advanced for Australian immigration. You must provide your passport number to the Centre, ideally at the time of registration.

## 3. Taking the exam

- The Centre will tell you where and when your exam will be held. You must make sure that you arrive well before the scheduled start time. If you arrive late for any part of the exam, report to the supervisor. In some cases you may be allowed to take the exam. Please check your Centre's policy for late arrivals. If you are admitted late, not all of your work may be accepted.
- Bring the pencils, pens, etc. that you need for the exam.
- You must bring a photo ID on the day of the test unless you are taking Pre A1 Starters, A1 Movers or A2 Flyers. The ID must be valid, original and unexpired. If you are taking C1 Advanced outside of your home country, you must use your passport or national identity card. In all other cases, your ID must be government-issued (e.g. passport) or a college/university photo ID can be used if you are from a country where there are no compulsory government-issued IDs and provided the college/university carried out appropriate checks before issuing the ID. If you do not have a suitable ID, you must notify your Centre of this before you register for an exam. If you are aged 17 or under and do not have suitable ID, the Centre will provide you with a Candidate Identification form that you must fill in before the exam day and bring with you to the exam. **If you do not bring your ID to the exam, you may not be allowed to take the exam or you may not receive a result.**
- The Centre will give you a copy of the Notice to Candidates which tells you how you must behave in the exam. You must read it carefully. If you do not follow the instructions or regulations, you may be stopped from taking the exam, or you may not receive a result.
- You must not keep any electronic items, such as mobile phones, audio/video players/recorders, cameras, in the exam room during the exam. Before the test day make sure you know your Centre's policy regarding electronic items and what kind of storage they can offer on the test day. If your Centre advises you they cannot provide secure storage for your electronic items, you may wish to leave them at home.
- You are not allowed to wear a wrist watch during the exam unless you are taking Pre A1 Starters, A1 Movers or A2 Flyers.
- The use of offensive (e.g. rude or racist) language in your exam answers will not be accepted.
- You will be asked to fill out a Candidate Information Sheet unless you are taking Pre A1 Starters, A1 Movers or A2 Flyers. We use this information as part of our research and development programme to improve the quality of the exams. The information you give is treated anonymously and is strictly confidential.
- You may be asked to complete a short 'Anchor Test'. We use this information as part of our quality control programme. The 'Anchor Test' will not affect your exam result.
- We may also record your Speaking test as part of our quality control procedures.
- If you take a B2 First, C1 Advanced or C2 Proficiency exam, a photo of you is required and will be taken of you on the test day as an extra way of checking your identity. By entering for one of these exams you or your parent or guardian acknowledge that a test day photo is required. If no photo is taken, you may not be allowed to take the exam. We reserve the right to withhold results if no photo is taken.
- For C1 Advanced, if you have a passport or national ID, your ID number will also be recorded in our systems. The photo and any passport/ID number will be added to our verification site where you can share your result with recognising organisations. We will also use the photo and passport/ID number for malpractice checks.
- If you want to use your C1 Advanced result for immigration purposes, you must tell your Centre.
- If you are taking C1 Advanced in Asia, Africa or Australasia, we will not issue a result if a suitable test day photo is not uploaded into our systems. If your photo is uploaded after the deadline, your result will be delayed.
- For A2 Key, B1 Preliminary, B1 Business Preliminary, B2 Business Vantage and C1 Business Higher, you must tell your Centre in advance if you want to have a test day photo or passport number collected, so the Centre can provide this service to you.
- The list of exams where test day photos are mandatory or available is subject to change. On the test day, if you or a parent or guardian asks for the photo not to be taken, you might not be allowed to take the exam; your result might be cancelled; or the options for using your result may be limited because there is no photo on our verification site.

- Your photo will only be visible on the Results Verification Service website [cambridgeenglish.org/verifiers](https://cambridgeenglish.org/verifiers) and you choose who can view it by sharing your result via our Candidate Website or by sharing your Candidate Reference Number directly with the chosen institution. For more information, contact your Centre.

- If you do not feel well on the day of the exam or think that your work may be affected for any other reason, tell the supervisor immediately. If appropriate, the Centre will report this to us for consideration when deciding your result.

- If you miss the exam because of illness, you may be allowed a full or partial refund. You will need to give medical evidence to your Centre for this to be considered.

## 4. After the exam

- We cannot be held responsible for loss of exam scripts or materials while in transit from the Centre and/or its venues to us.

- We value the integrity and reliability of our exams and therefore have strategies, such as statistical analysis, that counter attempts at cheating and other forms of malpractice. The investigation of suspected malpractice cases may delay results. We reserve the right not to issue results for those candidates who breach our rules and regulations, or to cancel results if we believe the scores are not valid.

- For some exams your results will be available from the Results Service website by the date specified. You need to register for access to this site. Your Centre will provide you with the registration details. For other exams your results will be released to your Centre who will forward the information on to you. We may amend result information under exceptional circumstances.

- If you think that your result is not correct, please contact your Centre without delay and they will give you details of the enquiries and appeals process and the related fees. Information is also available on [cambridgeenglish.org](https://cambridgeenglish.org)

- We will not give feedback on your performance for individual questions. All the available information is given in your Statement of Results.

- If you have passed the exam, we will send your certificate to your Centre approximately 3–4 weeks after the results are released for paper-based exams. For computer-based exams this is approximately 2–3 weeks after the release of results. Contact your Centre for their policy on how to collect certificates. Unclaimed certificates can be destroyed by your Centre after one year.

- If you lose your certificate, you can apply for a Certifying Statement, which provides an official confirmation of your result, or if you took Pre A1 Starters, A1 Movers or A2 Flyers you can request a replacement certificate within 5 years of the date of issue. An additional fee is payable for this service. The Certifying Statement application form is available from [cambridgeenglish.org](https://cambridgeenglish.org) or contact your Centre regarding replacing your Pre A1 Starters, A1 Movers or A2 Flyers certificate.

- A name amendment can be requested under certain circumstances for up to two years after the exam. For details please contact your Centre.

## 5. Copyright

- Copyright on all question papers and exam material belongs to us. You must not take question papers, notes or any other exam material out of the exam room. You must not distribute or post any exam content on websites or social media.

- We do not allow candidates, schools or Centres to view candidates' answers or any other work done as part of an exam.

- We will not return any work you produce in the exam to you, your Centre or your school.

## 6. Data Protection

- We take the protection of personal data seriously and comply with the Data Protection Act 2018, the General Data Protection Regulation 2016/679 (as amended) and all applicable laws and regulations relating to the processing of personal data and privacy.

- We will not use your personal data for any purpose other than as described below.

- We will store your information securely for a limited period of time except with regard to information which may be needed later to confirm and verify your results which we will keep for an extended time.

- We will use your information for the following legitimate business purposes:-

- I. In administering the exam, including processing exam entries and results, marking exam scripts, issuing certificates, processing enquiries about results and investigating cases of malpractice;

- II. To carry out quality control and research, standards setting and other activities that are related to the business of delivering qualifications and which are aimed at ensuring the delivery, as well as the integrity, of our exams and the protection of candidates;

- III. To notify your Centre, and if applicable the school which prepares you for the exam, of your results as well as notifying any other third party to whom you expressly request us to release your results;

- IV. To notify you from time to time of other Cambridge products and services although if we contact you in this regard you will be given the choice to request not to be contacted again. We may also share your personal data with other parts of Cambridge University;

- V. To comply with applicable law or a court order or governmental regulation, including immigration laws and procedures, or for the purpose of any criminal or other legal investigation or proceeding here or abroad.

- We may use anonymised data (that is data that does not identify a candidate) and pseudonymised data (that is data that is anonymous to the people who receive it) for research purposes and we may share that data with third parties for research purposes. The third party recipients of this data are required to abide by strict data protection principles in their handling of the data and are also bound by a duty of confidentiality.





## Starters, Movers, Flyers

# Notice to Candidates

Read this notice carefully. If you do not understand something, ask your teacher.

### BEFORE THE DAY of your exam ...

#### Ask your teacher:

What to bring with you  
The time the exam starts  
Where to go

### ON THE DAY of your exam ...

#### ✓ DO ...

**Be quiet** outside and inside the exam room.

**Listen carefully** to the person who tells you what to do.

**Switch off your phone and anything else electronic.** Give it to this person before the exam (they will give it back to you at the end of the exam).

**Ask questions before** the exam starts.

**Put your hand up** if you do not have a pen, pencils or an exam paper.

**Put your hand up** if you do not feel well or if you want to go to the toilet.

**Stop writing** and put your pen or pencil down at the end of the exam.

#### ✗ DO NOT ...

**Keep your phone** or anything else electronic in the room during the exam.

**Keep or use a dictionary** or spell-checker.

**Take notes to your desk.**

**Take food or drink** into the room (except water in a clear plastic bottle if you are allowed).

**Talk to or help other children** during the exam.

**Ask anyone** to tell you or help you with the answers.

**Copy answers** from other children.

**Take exam papers** out of the room.

A COPY OF THIS NOTICE MUST BE DISPLAYED INSIDE/OUTSIDE EACH EXAM ROOM





# Notice to Candidates

This notice contains important rules and regulations for the day of the exam. Please read it carefully. If there is anything you do not understand, ask your teacher or exam supervisor. **WARNING: If you do not follow the rules and regulations, you may be DISQUALIFIED.**

## ✓ DO ...

**Arrive well before the scheduled start time.**

**Provide an original, valid and unexpired photo ID** (for example, passport or government-issued identity card) at every test.

**Have on your desk** only what you need for the exam (pens, pencils, erasers and ID).

**Listen to the supervisor** and follow their instructions.

**Read carefully and follow** all written instructions.

**Put up your hand if:**

- your personal details on the answer sheet or on the screen are wrong
- you think you have the wrong exam
- the questions are incomplete, missing or badly presented
- your headphones are not working or you cannot hear the Listening test
- you are not sure what to do (no explanation of the exam questions can be asked for or given).

**Tell the supervisor** if you do not feel well.

**Stop writing** immediately when told to do so.

**Wait until the supervisor** has collected your candidate login or question paper, answer sheet(s) and any extra paper before you leave your seat.

## ✗ DO NOT ...

**Keep any electronic items** (mobile phones, sound recorders, smart watches, music/video players, cameras, etc.) in the exam room or access these items during any breaks throughout the exam.

**Have on your desk or on your person** any materials which could help you.

**Wear a wrist watch in the exam room** (you will be told if you must leave it on your desk or outside the exam room).

**Cheat, copy, or give** anything to or take anything from another candidate.

**Communicate with, attempt to communicate with, or disturb** other candidates during the exam.

**Use** a dictionary.

**Use erasable pens,** correction fluid or tape on any exam materials.

**Smoke, eat, or drink** in the exam room, except water in a clear plastic bottle.

**Leave the exam room** for any reason without the permission of the supervisor.

**Take any question papers,** answer sheets, candidate logins or extra paper out of the exam room.

**Make any noise** near the exam room.

**THIS NOTICE MUST BE VISIBLY DISPLAYED OUTSIDE (NOT INSIDE) THE EXAM ROOMS**

Use for all Cambridge English Qualifications (except Starters, Movers and Flyers) and TKT and Delta Module One from Cambridge English Teaching

## Disqualification warning

If you cheat, use any unfair practice or break the rules, you may be disqualified.

Effective from January 2019

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**Cambridge Assessment  
English**

## APPENDICE

### MODULO DI IDENTIFICAZIONE PER **MINORI** SPROVVISTI DI DOCUMENTO (da presentare già compilato, con foto e firmato, in sede d'esame)

Gentile Insegnante/Genitore,

La informiamo che tutti i candidati devono poter essere identificati correttamente affinché siano ammessi a sostenere gli esami Cambridge Assessment English.

Alla pagina seguente troverà il modulo previsto per i candidati **minori sprovvisti di documento**.

Le prove dei candidati eventualmente ammessi con riserva, ma impossibilitati a dimostrare la propria identità entro il termine della giornata d'esame, non potranno essere valutate, né il candidato avrà diritto a rimborso per il verificarsi tale circostanza.

Al fine di evitare il verificarsi di questo scenario, forniamo qui le istruzioni necessarie a garantire la corretta identificazione per questa tipologia di candidati.

1. Reperire 2 foto recenti formato tessera ed incollarle negli appositi riquadri del modulo.
2. Completare il modulo in presenza di persona di autorità ("witness") e chiedere questi di compilare la parte C del modulo stesso, apponendo la propria firma nel campo previsto in Parte C e parzialmente su entrambe le foto incollate. Tale persona può identificarsi nel preside della scuola, nel medico di famiglia, in un agente delle forze dell'ordine, o in altro adulto responsabile che non sia un parente, ma che abbia conosciuto il candidato per un certo tempo. È possibile mostrare questa appendice dei Termini e Condizioni alla persona incaricata, al fine di rassicurarla sui propositi.
3. Presentare il modulo così completo al centro d'esame nella prima data d'esame prevista. **Le parti B e C saranno trattenute dal centro, mentre la parte A sarà restituita al candidato, che dovrà conservarla con cura e ripresentarla in eventuale successiva data d'esame** (in caso scritti e orali siano svolti in date differenti).

Perché il modulo possa essere accettato come documento identificativo in sede d'esame è necessario che sia presentato già compilato in tutte le sue parti ed opportunamente firmato, anche sulle foto incollate, come sopra indicato.

**Parts A and B are to be completed by the candidate**

**Part A:** to be detached from the **completed** form by the Centre Exams Manager and returned to the candidate

<i>Affix photograph here</i>	Name in Block Capitals .....
	Exam Name .....
	Candidate number (once allocated).....
	Address .....
	..... Post code .....
	Signature..... Date.....

Copy below these words in the presence of the witness: 'This is a specimen of my normal handwriting'.

.....  
-----

**Part B:** to remain attached to Part C and be retained by the Centre Exams Manager.

<i>Affix photograph here</i>	Name in Block Capitals .....
	Exam Name .....
	Candidate number (once allocated).....
	Present Address .....
	..... Post code .....
	Signature..... Date.....

Copy below these words in the presence of the witness: 'This is a specimen of my normal handwriting'.

.....  
.....

**Part C: to be completed by the person who has witnessed completion of the above**

*The bearer of this document is a candidate for Cambridge Assessment English exams who is aged 17 years or under and is unable to produce formal means of identification in accordance with Cambridge Assessment English regulations. The Exam Board and the centre of entry will accept this document as proof of candidate identity if fully completed in the presence of an independent witness. The said person is asked to complete this section and also to sign partially across both of the photographs affixed above in endorsement of the candidate's true identity.*

Signature ..... Date .....

Name in Block Capitals .....

Relationship to Candidate .....

Official (not private) Address .....

..... Post Code .....