

## 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 certificato medico e modulo di richiesta nelle 2 settimane successive alla data d'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. E' 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 due settimane 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, scrivendo a [contatti.milano@britishcouncil.it](mailto:contatti.milano@britishcouncil.it).
- 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, non più vecchio di due anni.
- 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 3 e 4 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. Ad eccezione degli esami Young Learners e TKT, per i quali vengono rilasciati direttamente i certificati, i risultati sono accessibili on-line per tutti i candidati ed 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 (circa 6 settimane dopo l'esame Paper Based). I risultati di candidati iscritti collettivamente da una Scuola, infatti, saranno accessibili anche dai referenti della stessa. Sarà responsabilità della scuola ritirare i certificati per conto dei propri studenti.
- 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)

British Council - Examinations Services  
Via A. Manzoni,38  
20121 – Milano – Tel.: 02 7722 21 –Email: [contatti.milano@britishcouncil.it](mailto:contatti.milano@britishcouncil.it)

# 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 supervisor.

## ✓ YOU MUST ...

- Provide an original, valid, current and not expired photographic ID (for example, passport or government-issued identity card) at every paper, otherwise you will not be allowed to sit the exam.
- Only have on your desk what you need to complete the exam (pens, pencils and erasers).
- 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.

## ✗ YOU MUST NOT ...

- Keep any electronic items (mobile phones, digital sound recorders, smart watches, 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, otherwise you may be disqualified.
- Cheat, copy, give anything to or take anything from another candidate.
- Talk to, signal to or disturb other candidates during the exam.
- Use, or attempt to use, a dictionary.
- Use erasable pens, correction fluid or tape on any exam materials.
- Smoke, eat or drink in the exam room, apart from 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 Pre A1 Starters, A1 Movers and A2 Flyers) and TKT and Delta Module 1 from Cambridge English Teaching

### Disqualification warning

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

# Summary Regulations for Candidates

Last updated January 2019

This document and the Notice to Candidates contains a summary of the information you need in order to take a Cambridge Assessment English exam. You must read them 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 [www.cambridgeenglish.org/npf](http://www.cambridgeenglish.org/npf)

- Cambridge Assessment English. An examination board and part of Cambridge Assessment, buyers of English language examinations; responsible for marking, distributing and issuing your exam results.
- Centre. A Cambridge Assessment English Authorised Examination Centre. Centres are independently run institutions and Cambridge Assessment English is not responsible for any actions or omissions.
- Candidate. Someone who has registered to take a Cambridge Assessment English exam.

#### 1. Entry requirements

- Cambridge Assessment English exams may be taken by people of any age, gender, nationality or religion. Although they are designed for native speakers of languages other than English, no language-related restrictions apply.
- All components of an exam must be taken on the dates specified.
- Entering for an exam. You must register for an exam through a Centre. Your contact is with the Centre and you pay your exam fees to them.
- You cannot take an exam from your own country.
- Cambridge Assessment English will accept formal arrangements for candidate admission special arrangements for a certificate or adapted papers. You must see your Centre as to how it applies if you need any special arrangements. Depending on what is required, you may need to pay for an extra fee. This is not included in the exam fee.

#### 2. Making the exam

- The Centre will tell you where and when your exam will be held. The most likely time that you will arrive will be 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.

#### 3. Bring the items, pens, etc. that you need for the exam

- You must bring a photo ID on the day of the first paper you are taking. Starters, Movers, Flyers, the Delta and the Proficiency exams, if you are taking them, must be government-issued (e.g. passport or a college/university photo ID can only be used in a country where those are the only government-issued IDs) and provided the college/university cannot approve checks before using the ID. If you do not have a photo ID, you must notify your Centre as soon as possible. You may be asked to provide a photo ID on the day of the exam. If you do not have a photo ID, you may not be allowed to take the exam. If you do not have a photo ID, you may not be allowed to take the exam. If you do not have a photo ID, you may not be allowed to take the exam.

#### 4. Do to the exam, you will not be allowed to take the exam and you will not receive a result

- The Centre will give you a copy of the Notice to Candidates which tells you how you must sit the exam. You must read it carefully. You must follow the instructions in the regulations. You may be stopped from taking the exam if you may not receive a result.
- You must not keep any electronic items, such as mobile phones, calculators, pagers, music players, cameras, etc., in the exam room during the exam. Before the first day make sure you have turned off your mobile phone. You must not use your mobile phone for any reason during the exam. You must not use your mobile phone for any reason during the exam. You must not use your mobile phone for any reason during the exam.
- You are not allowed to wear a watch with a strap during the exam unless you are taking Starters or Movers.
- You must not use a calculator which you have brought with you to the exam.
- The use of phones (for example, text or email) language or your examination answers will not be accepted.

#### 5. You will be asked to complete a short 'checklist'

- You will be asked to complete a short 'checklist'. Cambridge Assessment English uses this information as part of its quality control programme. The 'checklist' will not affect your exam result.
- Cambridge Assessment English may also record your speaking test as part of Cambridge Assessment English's quality control programme.
- If you take the First Advanced or Proficiency exam, a photo of you is required and will be taken if you do not do so on the day of the exam. You must bring your ID for this.
- For the Proficiency exam, you must bring your own identification. You must not use your Centre's identification. You must bring your own identification. You must not use your Centre's identification. You must bring your own identification. You must not use your Centre's identification.
- You must not use your mobile phone for any reason during the exam. You must not use your mobile phone for any reason during the exam. You must not use your mobile phone for any reason during the exam.

#### 6. You may be asked to complete a short 'checklist'

- You may be asked to complete a short 'checklist'. Cambridge Assessment English uses this information as part of its quality control programme. The 'checklist' will not affect your exam result.
- Cambridge Assessment English may also record your speaking test as part of Cambridge Assessment English's quality control programme.
- If you take the First Advanced or Proficiency exam, a photo of you is required and will be taken if you do not do so on the day of the exam. You must bring your ID for this.
- For the Proficiency exam, you must bring your own identification. You must not use your Centre's identification. You must bring your own identification. You must not use your Centre's identification.
- You must not use your mobile phone for any reason during the exam. You must not use your mobile phone for any reason during the exam. You must not use your mobile phone for any reason during the exam.

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#### 4. After the exam

- Cambridge Assessment English cannot be held responsible for loss of exam results or materials which are lost from the Centre and/or its venue to Cambridge.
- For some exams your results will be available from the Results Service website by the date specified. You may be required to access the site. Your Centre will inform you with the registration details. For other exams your results will be released to you. Centres will forward the information to you. Cambridge Assessment English may accept mail information under exceptional circumstances.
- Cambridge Assessment English reserves the right not to issue results for those candidates who have taken Cambridge Assessment English exams at registration, or if a result is not available. Cambridge Assessment English reserves the right not to issue results.
- If you think your result is not correct, please contact your Centre without delay and they will give you details of the results and appeal process as the relevant information is also available on [www.cambridgeenglish.org](http://www.cambridgeenglish.org).

#### 5. Cambridge Assessment English will not give feedback on your performance for individual questions

- Cambridge Assessment English 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, Cambridge Assessment English will send you a 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. Uncollected certificates will be destroyed by your Centre after one year.
- If you lose your certificate, you can apply for a Certificate Statement, which provides an official confirmation of your marks, and if you took Starters, Movers or Flyers you can request a replacement certificate within 5 years of the date of issue. An additional fee is payable for this service. The Copying Statement application form is available from [www.cambridgeenglish.org](http://www.cambridgeenglish.org) or contact your Centre regarding replacement your Statement of Results certificate.
- An online answer can be requested under certain circumstances for up to two years after the exam. For details please contact your Centre.

#### 6. Copyright

- Copyright in all question papers and exam materials belongs to Cambridge Assessment English. You must not take question papers, notes or any other exam material out of the exam room. You must not use any exam material on websites or social media.
- Cambridge Assessment English does not allow candidates, schools or Centres to use candidate answers or any other work done as part of an exam.
- Cambridge Assessment English will not return any work you produce in the exam to you, your Centre or your school.

#### 7. Data Protection

- Cambridge Assessment English takes the protection of personal data seriously and complies with the Data Protection Act 2018, the General Data Protection Regulation (GDPR) and any applicable law and regulations relating to the processing of personal data and privacy.
- Cambridge Assessment English will not use your personal data for any purpose other than to describe below.
- Cambridge Assessment English 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 until Cambridge Assessment English will have for an extended time.
- Cambridge Assessment English will use your information for the following legitimate business purposes:

- administering the exam, including contacting exam centres and results, marking exam papers, issuing certificates, processing enquiries about results and investigating cases of malpractice;
- conducting quality control and research, including testing and other activities that are related to the business of Cambridge Assessment English and which are aimed at protecting the industry as well as the integrity of Cambridge Assessment English exams and the protection of candidates;
- to notify your Centre, and if applicable, the school which remains open for the name of your results to be notified by other third parties to whom you explicitly request Cambridge Assessment English releases your results;
- to notify you from time to time of other Cambridge products and services through a newsletter or other digital communications. You may opt out of this by notifying your Centre or your school; you may also opt out of your personal data with other parts of Cambridge University;
- to comply with applicable laws, court orders or government regulations or to the pursuit of any criminal or other legal proceedings in providing the relevant information;
- Cambridge Assessment English may use anonymised data that it does not identify candidates and pseudonymised data that it can compare to the profile who answer it for research purposes and Cambridge Assessment English may use that information to identify data protection principles in their handling of the data and use data for any other purpose.

## APPENDICE

### MODULO DI IDENTIFICAZIONE PER **MINORI** SPROVVISTI DI DOCUMENTO

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'.

.....  
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**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 .....