

Block Entry: Conditions and Regulations

This is used when schools are making entry arrangements on behalf of their students.

Schools entering candidates using the Block Entry option on-line must ensure that they have received permission from their students to act on their behalf.

Fax (0712780044) or post a copy of the candidate list with the signature of each candidate next to their name to our office. This is confirmation of their agreement to be registered immediately with Cambridge ESOL UK and to pay the exam fee in full.

1. **A candidate with special needs**

The Centre Exam Manager needs to be informed 6 months before registration takes place. To ensure the smooth running of the exam.

2. **Speaking Test**

- If you do not stipulate a date for the speaking test, the centre will automatically choose a date.
- Candidates will be paired according to the list as entered.
- In the case of withdrawals or absenteeism, a candidate will be given his/her test in a group of three. To accommodate this, a change of time may be necessary. The office will, under normal circumstances, inform the school and candidate beforehand.
- A change of date or time of the Speaking Test is not possible after these have been allocated. However, in very special circumstances (work commitments, etc.) a change may be authorised only with the approval of the Cambridge Exam Manager. An administrative fee of CHF 100.00 will be levied for any changes made.

3. **Payment**

We send an invoice to the individual candidates or to the school according to the agreement made with the Centre Exam Manager.

Late entries are subject to the following additional fee per person:

- CHF 50.00 for entries arriving within 2 weeks of entry deadline.
- CHF 100.00 for entries arriving 2 to 3 weeks after entry deadline.
- CHF 150.00 for any entries arriving after 3 weeks of entry deadline OR up to one full working day before the examination

4. **Attendance Timetables**

These will be sent 3 weeks before the first attendance as an email attachment or by post according to the agreement with the Centre Exam Manager.

5. **Cambridge ESOL examination regulations**

Please consult this publication which explains the regulations for the exam day. Bring the details to the attention of your students. It is sent with the Attendance Timetable and are also to be found on our website.

6. **Illness, injury or disturbance during the exam**

Please advise your students to bring this to the attention of the supervisor so that a report can be written

7. **Results**

Results from Cambridge ESOL are issued securely on-line. Candidates receive a personal code on the exam day to access the results up to 2 weeks after the given date. We strongly suggest that the Statement of Results is printed and retained.

Schools can also access the results on-line per agreement with the Centre Exam Manager.

The release dates can be found on our website. Within 2 weeks of this date, a recheck of the result can be made for a fee of CHF 100.00 per person.

8. **Certificates**

Certificates are issued through the Centre by registered post. A reprint of lost certificates is not possible.

It is the schools responsibility to ensure the security of these certificates once received.

9. **Refunds**

If a candidate withdraws on medical grounds or misses the examination because of illness, a refund of one third of the total fee will be granted provided that a request for the refund is made through the Cambridge ESOL St. Gallen Centre and is accompanied by a statement from a medical practitioner within 5 days of the exam. If the candidate does not attend the exam for any other reason the fee is non refundable. The exam cannot be postponed, exchanged or transferred to another session, level or person.