

# EXAMINATION REGULATIONS



## **I. REGISTRATION, WITHDRAWAL & DEFERMENT**

### **Types of Examinations**

There are currently six types of examination: Euro A1, Euro A2, Euro B1, Euro B2, Euro C1, in English and three types: Euro B1, Euro B2, Euro C1 in German.

Each of the above examinations consists of four tests:

Listening/Hören

Reading/Lesen

Writing/Schreiben

Speaking/Sprechen

For each of the above examinations there are three variants:

**Written** (Reading, Writing, Listening)

**Oral** (Speaking Examination only)

**Complex** (Written and spoken examinations)

The candidate must indicate on the application which examination and which variant s/he wishes to attempt.

*N.B. If the candidate fails a complex examination, but has satisfied the conditions for passing either the written or the oral examination, s/he is awarded the written or oral examination.*

### **Rules and procedures for registering for the Examinations**

- Every application must be for a specific examination and for a specific level (A1, A2, B1, B2, C1)
- Candidates apply for the examination by completing the application form and submitting it to the Local Test Centre (in person or via internet, fax, post) with the examination fee.
- The Local Test Centre will send candidates a confirmation slip specifying the date and time of examination and the candidate number.

### **Withdrawal from the Examinations with a partial refund of fees**

A candidate may only withdraw from an examination on account of serious personal reasons (e.g. a death in the candidate's immediate family) or for medical reasons. In the case of illness a medical certificate must be produced.

The withdrawal of a candidate must be notified to the Local Test Centre not later than the last working day before the examination.

The withdrawing candidate must surrender the original receipt. A 20% administration charge will be deducted from the returned examination fee.

### **Deferring the Examinations**

The candidate may defer an examination for any reason providing the Local Test Centre is informed not later than the last working day before the examination.

For the deferred examination, the candidate must fill in a new application form and pay 20% of the examination fee.

The candidate may only defer on two occasions. If the candidate does not attend the third examination for any reason the examination fee is forfeited.

### **Expulsion from the Examinations**

If a candidate is expelled from an examination on account of misconduct (e.g. cheating), the whole examination fee is forfeited.

### **Dates and fees**

Examination dates, registration dates and fees are published a year in advance. The information is available from Local Test Centres, the Examination Centre or from the Examination Website.

The examination fee is payable by cash, bank transfer or money order. The deadline for payment is that of registration.

### **Candidates with special needs**

The Examination Centre makes every effort to cater for the special needs of a candidate. Each case is considered individually. Requests concerning particular needs should be addressed to the Local Test Centre as far in advance of the examination day as possible and should be supported by appropriate medical certificates.

Issues arising from special needs brought to the attention of the Examination Centre following the examination cannot be considered.

## **2. EXAMINATION DAY PROCEDURES**

A typical timetable for the examination day:

• <b>LISTENING</b>	approx. <b>9:00-9:35</b>
• <b>BREAK</b>	<b>9:35-9:45</b>
• <b>READING and WRITING</b>	<b>9:45-11:10</b>
• <b>SPEAKING (10 mins preparation 20 mins test) starting from 12:00 according to the Speaking timetable</b>	

### **Examination day guidelines**

Candidates should arrive at the Local Test Centre at least 30 minutes before the start of the examination for registration. You must be prepared to show your registration letter and official photo-ID before being admitted to the examination room and at any other time during the examination if requested.

Candidates without official photo-ID cannot sit the examination.

In the examination room the invigilator will assign the candidate a seat.

The candidate may not have papers, books or electronic equipment at his/her desk during the examination.

The candidate may only leave the examination room with the invigilator's permission. The candidate will not be credited any time for the period spent outside the examination room.

### **3. EXPULSION FROM THE EXAMINATION ROOM**

The invigilator is authorised to expel a candidate from the examination room for misconduct. Misconduct includes but is not limited to:

- attempting to take any part of the examination for someone else or having someone else take the test for you
- using a mobile phone during the examination
- using any aids in connection with the test, such as: pagers, beepers, calculators, watch calculators, books, pamphlets, notes, stereos or radios with headphones, mobile phones, watch alarms (including those with flashing lights or alarm sounds), stop watches, translators, and any hand-held electronic or photographic devices.
- creating a disturbance (disruptive behaviour in any form will not be tolerated; the invigilator has sole discretion in determining what constitutes disruptive behaviour)
- attempting to give or receive assistance - or otherwise communicate in any manner with another person about the content of the test during the administration
- leaving the examination room without permission
- referring to, looking through, or working on any test, or test section, *when not authorised to do so*, or working after time has been called

In the event of expulsion from the examination room, the candidate will be deemed to have failed the examination and will not be entitled to any refund of fees. Depending on the reason for the expulsion, the candidate may be barred from attempting future examinations.

Immediately after the expulsion of a candidate from the examination room the invigilator will complete an incident report form.

### **3. PASSING THE EXAMINATIONS AND RESULTS**

To pass any examinations the candidate must have an average mark of 60% over all the tests attempted and score at least 40% in every test.

#### **Assessment**

The oral assessor is a certificated examiner appointed and approved by the Examination Centre following training, standardisation and practice. Speaking tests are recorded and transferred electronically for marking by accredited oral examiners in the UK and Europe.

All Writing tasks are also assessed by two approved examiners.

#### **Issuing of results**

A successful candidate receives an Euroexam International Certificate including performance in individual tests.

Results are issued on the 20th working day following the examination. Candidates can inquire about their results at the Local Test Centres and on the internet by registering their candidate number.

#### **Certificates**

In order to get the *Euroexam International Certificate* candidates need to succeed in both the written and spoken parts of the exam, within a 2-year time period. Certificates are issued automatically, based on the results.

Candidates who have not attempted or who have not been successful in all the parts of the Euroexam but have satisfied the requirements for passing either the Written or Spoken Exam will receive a *Notification of Achievement*.

Certificates are issued on the basis of the personal details provided on the registration form. In case of incorrect details arising due to inaccurate information provided by the candidate, a new certificate is issued. A fee is charged for this service.

Appropriate documentation needs to be attached to an application for an amended certificate.

#### **4. APPEALS, COMPLAINTS**

**Complaints** concerning the maladministration of the Examinations

If a candidate wishes to complain about any maladministration of the Examinations, the complaint must be made on the day of the examination to an invigilator or other examination administrator. The complaint will be recorded in writing and will be investigated by the Examination Centre. Complaints concerning maladministration may not be lodged after the day of the examination.

01 November, 2015

## **FAQs**

*What happens if I am late?*

If a candidate is late s/he is welcome to sit for the remaining parts of the examination, but will not be allotted extra time. However as the candidate needs at least 40% of the marks in each test, a late candidate may not be able to pass the examination.

*What if I cannot go on the day of the examination?*

If a candidate is absent on the day of the examination without giving prior notice, s/he will normally forfeit the full examination fee.

*How can I prepare for the examination?*

It is not necessary to attend a preparation course though it is a good idea to prepare thoroughly for the examination.

There is a wide range of published preparation materials so that candidates can get some idea of their level and familiarise themselves with the format of the examination. Candidates can also take part in preparation courses at the Examination Centre, Local Test Centres and specialised language schools.

*How often can I retake the examination?*

Candidates (if they have not been expelled before) are allowed to retake the examination as many times as they wish and on any examination date at any centre.

*In what circumstances can I lodge an appeal?*

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