

Conditions of registration

The registration is considered valid only after submitting a completed Application Form, including the list of candidates, as well as a copy of proof of payment a minimum of 6 weeks before the exam date. This does not include payment by invoice. After submitting the form, it is not possible to cancel or change any registrations. No refunds are provided if candidates withdraw from the exam. A candidate is entitled to a 50% refund only if he/she is unable to sit the written part of the exam due to illness. The British Council will undertake to organise an examination, if there is a minimum 18 candidates.

Suitable exam rooms:

- a quiet and peaceful area
- big enough to accommodate all your candidates
- well lit and clean, a comfortable room temperature (20-25°C)
- a clock on the front of the room
- a whiteboard or flipchart
- disabled access to the exam room or alternative arrangements (ground floor)
- no regular bells, e.g. to mark lesson start/finish times, which could disturb the candidates
- emergency exits clearly marked and visible
- no English materials on display

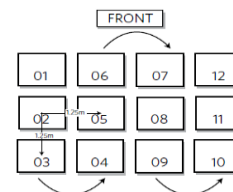
The venue should include:

- a waiting area, big enough to accommodate all your candidates
- toilets

It is allowed to bring to the exam room: a pencil case that must be kept open during the exams; a drink in a transparent bottle (pencils and erasers are provided by the British Council). Telephones and other personal belongings are not allowed in the exam room.

Arrangements for written papers and listening test:

- the number of desk and chairs to accommodate all your candidates
- all candidates must face the same direction and sit in column layout in candidate number order



- desks at least 1.25m apart (from the middle of the desk in all directions)
- good acoustics (non-reverberant), clearly audible in all parts of the room
- adequate listening equipment to play CD

Arrangements for speaking test:

- enough rooms for one Speaking session to be held at a time.
- one table and two chairs (in one room) to accommodate an examiner and a candidate

Suitable number of teachers for and exam venue

Example: 30 pupils taking flyers test:

- 1st room – a written part – 15 pupils + 1 supervisor from the British Council
- 2nd room – a speaking part – 15 pupils + 1 examiner from the British Council
- 3rd room – pupils waiting for an exam + 1 teacher
- 4th room – pupils waiting after the exam + 1 teacher

(Possibly another teacher supervising the corridor)