

## **TERMS AND CONDITIONS OF REGISTRATION VIA BRITISH COUNCIL ONLINE REGISTRATION SYSTEM FOR YLE – for individual candidates and institutions registering in bulk.**

The British Council is incorporated in England and Wales by Royal Charter and registered as a charity (under number 209131 in England and Wales and number SC03773 in Scotland). Its registered office is at 10 Spring Gardens, London, SW1A 2BN.

### **An institution registering candidates in bulk has to make all candidates aware of these Terms and Conditions in advance.**

#### **REGISTRATION – INDIVIDUAL CANDIDATES**

In order to register a child for an YLE exam you should:

1. Find a suitable exam date, format and location in the YLE on-line registration system available at <https://esolreg.britishcouncil.org/> and complete an entry form no later than the last day of registration.
2. Pay the exam fee no later than the payment deadline given in the registration system. The registration is considered valid only after we receive your payment.

The capacity of the examinations is limited. The British Council reserves the right to cancel an exam if a minimum number of candidates is not reached. In this case, exam fees will be refunded.

Registration after the deadline or incomplete registrations will not be accepted.

Individual session **timetables** will be included in the e-mail issued to candidates. Candidates who do not receive their timetable 14 days prior to the exam date are requested to contact the British Council Czech Republic exam centre with which they registered for the examination immediately.

Candidates who missed their exam because they had not received their session timetable and did not report this fact to their examination centre are not entitled to a refund on this account.

#### **REGISTRATION - CANDIDATES REGISTERED BY SCHOOLS/INSTITUTIONS**

Schools/institutions registering candidates for YLE tests in the British Council Examination Centre complete registration formalities and provide its students with:

- registration deadlines,
- the exam fees,
- methods of payment.

For bulk registrations it is necessary to upload the candidates by the end of the registration period – 6 weeks before the test day if not agreed otherwise.

Candidates registered by school/institution will receive their **timetable** through the school/institution that registered them for the exam. Institutions which do not receive their session timetables 14 days prior to the exam date are asked to contact the British Council Czech Republic immediately.

Candidates who missed their exam because they had not received their session timetable and did not report this fact to their examination centre are not entitled to a refund on this account.

## **EXAM FEES**

The paper-based YLE test fee is 1500 CZK. Members of the Advantage programme have the price established accordingly.

Exam fees are given in Czech crowns. The price given for the exam is binding from the moment the candidate or institutions make a registration.

**Individual candidates** should pay the exam fee online or by bank transfer for the benefit of the British Council Czech Republic.

**An institution registering candidates in bulk will pay via invoice; invoice will be issued after British Council approves the registration.**

British Council Czech Republic does not accept payments in cash.

## **SPECIAL ARRANGEMENTS FOR THE COURSE OF THE EXAM**

All the candidates who have a health handicap of a short-term or long-term nature can request a special session of the exam or modified materials or possibly both. The British Council and Cambridge English Language Assessment try to accommodate these candidates as much as possible. A request for a special arrangement must be submitted not later than by the end of the regular registration period and must be supported by a document from a specialist physician. You can find more detailed information on the individual cases and arrangements at: <http://www.britishcouncil.cz/en/exam/why-take/special-arrangements>.

The requests submitted after the end of the regular registration period **will not be accepted**.

## **EXAM ARRANGEMENTS**

For each part of the exam candidates should:

- **be punctual** (latecomers will not be allowed into the exam room),
- **bring a pencil, eraser and the following crayons:** red, green, blue, yellow, purple, orange, pink, brown, grey and black to the exam venue.

Candidates are bound to follow a set of rules which will be communicated to them at the examination area (they cannot use dictionaries, correction fluid, electronic devices, etc. in the exam room). Candidates are also requested not to bring any expensive personal items. The British Council is not liable for the loss of any items left in the cloakroom.

Any candidate using a dictionary, correction fluid, audio recording devices, a mobile phone, or any other electronic material, or breaking the regulations in any other way will be automatically disqualified.

**If you would like to make a complaint regarding the conduct of the test you must do so before you leave the test venue. Please speak to the Test Day Supervisor and fill in the Complaint Form. Otherwise your complaint will not be accepted.**

Parents/legal guardians of candidates or teachers from respective institutions are responsible for delivering their children to the exam venue and collecting them from there at the end of the test.

During the whole period of examination (including the breaks between examination components) a child remains under the supervision of the staff of British Council or British Council Exam Centre.

## **REFUNDS**

50% refund of the examination fee – a candidate is entitled to a 50% refund if he/she is unable to sit the written part of the exam due to illness. The medical statement together with the application form must be presented no later than seven days after the date of the examination. Late requests or requests without the medical statement shall not be taken into consideration.

100% refund of the examination – a candidate is entitled to a 100% refund if he/she cancels the registration before the end of the regular registration period.

A candidate is not entitled to a refund in case of failure or withdrawal from the exam.

**Candidates registered by an institution must process their refund requests via this institution.**

## **EXAMINATION MATERIALS**

All exam materials are sent to Cambridge English Language Assessment in the UK after the exam session. All parts of the exam remain the property of Cambridge English and will not be released to candidates.

## **RESULTS AND CERTIFICATES**

Children who participated in all three parts of the test will receive certificates.

Test grades are presented in the form of shields. Each of the three test papers – Reading-Writing, Listening and Speaking is marked separately. The maximum score per paper is 5 shields which makes for 15 shields in total. It is assumed that children whose total score is 10 or more shields and no less than 3 in an individual paper are ready to prepare for the next test level.

Certificates are delivered by the Cambridge English Language Assessment to the British Council examination centre that organised the test around 4-6 weeks after the session date (paper-based tests).

Individual candidates can collect their certificates from the British Council exam centre in which they registered for the exam, through parents, a person whose name was entered in registration form during the registration process or other person authorised in writing by parents. The authorisation form is available on [www.britishcouncil.cz](http://www.britishcouncil.cz).

In the case of minors, the person whose name was entered in the registration system during the registration process, or on a form delivered by the school/institution representative, does not need to submit a document confirming their legal guardianship of the minor.

In order to collect the child's certificate a parent or legal guardian must present a current ID document.

School/institution registering their students for YLE collects their student's certificates if such a service is offered by that school.

**Candidates' results and certificates are kept by an examination centre for two years from the first day they can be collected from that centre. After that time they are destroyed.**

## **REMARK**

If the candidate is not satisfied with the obtained result, he/she will be able to ask for a revision. To request this it is necessary to follow the procedure established by the University of Cambridge:

1. Full clerical re-check: all requests for the re-check must be received by British Council no later than the end of the month following the results issue date (e.g. for results issued in July the requests must be supplied by the end of August). When the candidate receives the result of the full clerical re-check, he has 10 working days to ask for the second stage.

2. Review of the exam including the Listening part. The fee must be paid to British Council once you request the exam review. To ask for this issue, it's mandatory to have the full clerical re-check step done. In both stages, the Speaking part of the exam is not included in the review.

For the information about fees please contact [English.exams@britishcouncil.cz](mailto:English.exams@britishcouncil.cz). Cambridge English Language Assessment does not provide any detailed information of the different parts of the test.

## **CHILD PROTECTION**

The British Council believes that all children have potential and that every child matters – everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC 1989.

## **PERSONAL DATA PROCESSING AGREEMENT**

In organizing exams the British Council needs to collect, keep and process personal data, specifically name, home address, home telephone or mobile number and email address. The candidate has the right to inquire as to the information at any time within this time frame in accordance with the provisions of Section 12 and ask the British Council, in justified cases, to

act according to the provisions of Section 21, Act No. 101/2000 Coll, Personal Data Protection.

In accordance with Section 5, Act No. 101/2000 Coll, on the Protection of Personal Data, the abovementioned candidates' data is collected and processed exclusively for the purposes of examination management, record-keeping of database of candidates, offering other services to candidates and statistical processing of data and examination results. Such aim cannot be effectively achieved in any other way.

**DISCLAIMER** The British Council and the examining boards take all reasonable steps to provide continuity of service. We feel sure you will understand, however, we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The British Council's liability will be limited to the refund of the registration fee or retesting at a later date.