



EXAMINATION REGULATIONS

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The majority of Euroexam International's language examinations delivered are paper-based with scheduled exam dates. Euroexam International also provides paper-based exams available on-demand and online computer-based exams with both scheduled exam dates and on-demand dates.

Where the rules and regulations differ due to the mode of delivery, variants are clearly indicated.

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1. TYPES OF EXAMINATION

There are currently nine types of Euroexam English language examination:

- General English: Euroexam A1, Euroexam A2, Euroexam B1, Euroexam B2, Euroexam C1,
- Business and Professional Purposes: EuroPro B1, EuroPro B2, EuroPro C1
- Academic English C1.

Each of the above examinations consists of four tests:

- Listening
- Reading
- Writing
- Speaking

2. REGISTRATION, WITHDRAWAL & DEFERMENT

a. Rules and procedures for registering for the Examinations

- Every application must be for a specific examination (general, business, academic) 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 Euroexam Centre (in person or via internet, fax, post) with the examination fee or proof of payment.
- The Euroexam Authorised Examination Centre will send candidates a confirmation slip specifying the date and time of examination and the candidate number.

b. Withdrawal from the Examinations with a partial refund of fees

A candidate may only withdraw from an examination due to 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 Euroexam Authorised Examination Centre must be notified of a candidate's withdrawal not later than the last working day before the examination.

A candidate wishing to withdraw must present the original receipt along with valid reasons for withdrawing. A 20% administration charge will be deducted from the examination fee refund.

c. Deferring the Examinations

The candidate may defer an examination for any reason providing the Authorised Examination 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 an administrative charge equivalent of 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.

d. 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.

e. Dates and fees

Examination dates, registration dates and fees are published a year in advance. The information is available from Euroexam Authorised Examination Centres, the Euroexam Examination Centre or from the Euroexam International website.

The examination fee is payable by cash, bank transfer or Paypal. Registration is complete only following payment of the examination fee.

f. Candidates with special needs

The Euroexam 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 Euroexam Authorised Examination Centre as far in advance of the examination day as possible and should be supported by appropriate medical certificates.

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

g. Registration for On-demand Examinations

Some Euroexams tests are available on-demand. Candidate must complete and Submit the online Exam Booking Form on www.euroexam.com . After submission, Euroexam International will contact the candidate to complete the Examination Registration.

3. EUROEXAM ONLINE - PRE-EXAM DAY REQUIREMENTS.

Online Practice Material

After registration for the Euroexam Online is confirmed, candidates will be sent logon details for the Euroexam Online Examination Software. Candidate must log on and use the practice test material to familiarise themselves with the Euroexam Online interface. The content and format of the Euroexam Online tests is the same as the paper-based Euroexam tests.

Technical Rehearsal

Candidates will be sent an invitation and related link to a Zoom-based Technical Rehearsal, which will take place 5-7 days before the exam day. Candidate must attend the Technical Rehearsal. To be prepared for the Technical Rehearsal, candidates must be familiar with the Online Examination System Software and have set up their room and tested their computer equipment. The Technical Rehearsal will last no more than 30 minutes during which your room set-up will be approved by Euroexam Technical Support Staff. Your room set-up on exam day must be the same as approved during the Technical Rehearsal.

4. EXAMINATION DAY PROCEDURES

A typical timetable for the examination day*:

Listening	Approx. 9.00-9.35
Break	9.35-9.45
Reading and Writing	9.45-11.10
Speaking	(10 mins preparation 20 mins test) starting from 12:00 according to the Speaking timetable

* The quoted examination start times are quoted above for Central Europe. Check with your Authorised Examination Centre or the Euroexam Examination Centre for examination start time in your locality.

a. Examination day guidelines - classroom paper-based exams

Candidates should arrive at the Euroexam Authorised Examination Centre at least 30 minutes before the start of the examination for exam-day registration. You must be prepared to show your booking 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 take papers, books, or electronic equipment to 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.

b. Examination day guidelines - online exams

Candidates should log on to the Euroexam Examination Software system at least 30 minutes before the start of the examination for exam-day registration. Before you log on you must have prepared your room as approved in the Technical Rehearsal. You must be prepared to show your official photo-ID before the exam can start and at any other time during the examination if requested.

Candidates without official photo-ID cannot sit the examination.

Candidates may only have the following items on their desk during the Euroexam Online

- Their official ID, which they used at registration,
- your computer (with keyboard, mouse, webcam, microphone),
- 3 pieces of completely blank A4 note paper (at the beginning of the exam),
- a pen,
- a bottle of water or soft drink,
- a chocolate bar (or one other snack),
- tissues,

- one or more paper dictionary,
- a table lamp - if necessary.

No other items are allowed on a candidate's 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. On return, the candidate must follow the invigilator's instructions.

The use of a headset, headphones or earphones is strictly prohibited during the exam.

5. 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 examination 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.

*For Euroexam Online exams only, candidate may use their mobile phones to contact the Euroexam Invigilator on the designated WhatsApp (or similar platform) Group in the case of technical problem arising that prevents or hinders the candidate from proceeding with the online examination.

6. 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 each test component of the exam.

To pass any examinations **with distinction** the candidate must have an average mark of 75% over all the tests attempted and score at least 60% in each test component of the exam.

a. Assessment

The oral assessor is a Euroexam International certified examiner. 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 Euroexam International approved examiners.

b. Issuance of results

A successful candidate receives a Euroexam International Certificate, which includes a transcript of the candidate's performance in each individual test and the overall score.

Results are issued on the 20th working day following the examination. Candidates can inquire about their results at their Euroexam Authorised Examination Centre and via the internet by registering their candidate number.

c. 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 13-month time period. Certificates are issued automatically, based on the total 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.

7. 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 the chief examination administrator. The complaint will be recorded in writing and will be investigated by the Euroexam Examination Centre.

Complaints concerning maladministration may not be lodged after the day of the examination.

8. FREQUENTLY ASKED QUESTIONS

What happens if I am late?

If a candidate is late, he or she is welcome to sit 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, he or she will normally forfeit the full examination fee.

How can I prepare for the examination?

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

There is a wide range of published preparation materials on the Euroexam International website so candidates can get some idea of their language level and familiarise themselves with the format of the Euroexams. Candidates can also take part in preparation courses at their Authorised Examination Centre and specialised language schools.

How often can I retake the examination?

Candidates (if they have not been expelled for serious misconduct) 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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Complaints concerning maladministration may not be lodged after the day of the examination.