



UNIVERSITY of CAMBRIDGE

ESOL Examinations

Authorised Centre

## Terms and Conditions – Cambridge Examinations Pty Ltd – Australia

**These Terms and Conditions are for private candidates, and for school administrators entering candidates through any of our centres. Please read them carefully before registering for a Cambridge English exam. School administrators should explain these Terms and Conditions to their students.**

- Fees:** Fees must be paid in \$AUD when candidate names are registered. Proof of payment must be sent to the Cambridge Examinations office in Sydney by email, fax or post by the entry closing date (see current Dates & Fees Schedule).
- Enrolment:** Enrolment is only complete when candidate names have been registered and corresponding exam fees have been received by the Cambridge Examinations office in Sydney. A receipt will be issued as confirmation of enrolment. Candidate names can be registered online, or in person at the Cambridge Examinations office in Sydney, on or before the entry closing date (see current Dates & Fees Schedule). After enrolment, candidates cannot:
- change examinations (e.g. FCE to CAE)
  - change to another session (e.g. June to December)
  - give their place to another person (i.e. one student for another)
  - transfer their enrolment fee between centres in Australia or overseas.
- Australian Student Visas:** Any candidate registering for the Cambridge English: Advanced (CAE) exam for the purpose of an Australian student visa application, must select the relevant DIAC (Department of Immigration and Citizenship) session on the online registration form. This cannot be changed after registration. Late enrolling candidates must tick the DIAC box on the late enrolment form.
- Late Enrolments:** There are two late enrolment stages: Stage 1 – up to 21 calendar days after the entry closing date, and Stage 2 – between 22 and 35 calendar days after the entry closing date. Late enrolments can only be made by contacting the Cambridge Examinations office in Sydney to check availability of places, and must be accompanied by the additional Stage 1 or Stage 2 late fee (see current Dates & Fees Schedule).
- Special Arrangements:** Applications for Special Arrangements (e.g. dyslexia) must be made at the time of enrolment and no later. Current supporting documentation (no older than 2 years) must be supplied with every application. Special Arrangements may not be possible for late enrolments.
- Exam Locations:** Cambridge Examinations Pty Ltd runs exams in a number of cities (please see Dates & Fees schedule for details) provided there is a minimum number of ten (10) candidates in any one exam. In consequence, students may not always be able to sit an exam at their chosen Centre. Please check with the Cambridge Examinations office in Sydney. Any Enrolment fee paid for an exam that is not held due to insufficient numbers will be refunded in full.
- Exam Dates:** Dates for the written and listening tests are set by Cambridge ESOL in the UK; they are final and cannot be altered. The speaking tests will be held during the two weeks before the written papers, so candidates must be available then. All tests for PET and BEC (Reading, Writing, Listening, Speaking) are held on the same day wherever possible. Candidates who do not attend part of the exam, will be marked as absent. All parts of the exam must be taken in order to receive an exam grade. Part results are not issued.

**Eligibility:** Cambridge Examinations may be taken by people of any age, race or nationality, but are specifically designed for speakers of languages other than English. Young candidates (under 16) should seek advice from the Cambridge Examinations office. Candidates must provide photo identification on request, at every exam sitting.

**Test Day**

**Photographs:** It is mandatory for CAE candidates to have their photograph taken on exam day, as per Cambridge ESOL regulations. From July 2012, candidates for all exams will have their photograph taken. Registration constitutes the candidate's consent to a test day photograph. Photographs will usually be taken on the day of the Speaking test. Candidates who do not comply with this regulation will not be allowed to sit the exam, and will not receive any refund of their exam fee. Candidates under the age of 18 must provide written permission from a parent or guardian to have their photograph taken.

**Timetables:** Notification of exact times and test venues will be provided by email approximately three weeks before the speaking tests.

**Results:** Candidates can access their results online approximately 6 weeks after an exam, by going to [www.CambridgeESOL-results.org](http://www.CambridgeESOL-results.org). On the day of the written tests candidates receive a letter containing a personalised ID number, secret number, instructions, and the exact date of results publication.

**Certificates:** Certificates are despatched approximately six weeks after the Results are published. Schools should forward certificates to their students by registered mail. Individual candidates who want their certificate sent to an overseas address must pay a Postage & Handling Fee for registered mail at the time of enrolment (see current Dates & Fees Schedule). Candidates who are due to receive a certificate should contact their school or the Cambridge Examinations office if they have not received it within six months of sitting the exam.



**Refund Policy:** No refunds are given once an enrolment has been made and a receipt issued. A change in travel plans or a decision to withdraw on academic grounds will not be considered. No refunds are available once any part of the exam has been taken.

In the case of withdrawal due to illness prior to any part of the exam being taken, notification must be made to the Cambridge Examinations office immediately, and a medical certificate provided within 3 working days. A 30% refund of the Cambridge Examinations Fee may be available, at the discretion of the Centre Exams Manager. All negotiations should be conducted through the school entering the candidate, or direct with our office in the case of private candidates.

