

## Terms and conditions of Entry for Cambridge Assessment English exams in Stockholm

**Candidates registering for a Cambridge English examination are required to agree to all of the Terms and Conditions below. By registering for a Cambridge exam, you are confirming that have read and agreed to these. Please read these carefully and contact the Cambridge Exams Manager if you have any questions.**

**1.** You must take both the written and speaking tests during the same exam session and at the centre where you register. You will only receive an exam result if you sit ALL parts of the exam.

It is **not** permitted to:

- postpone the whole or part of the exam to the next session
- do part of the exam at another centre
- transfer your entry to another centre
- transfer your registration to another person

**2.** We reserve the right to cancel an exam if we do not have the minimum number of participants required by Cambridge Assessment. In this case you will be informed no later than the closing date of entry.

**3. Cancellation** Your registration is binding after the closing date for entry. Cambridge English does not accept cancellations and your fee cannot be returned, except in case of illness – See 4. After the final date, **CAMBRIDGE ASSESSMENT CANCELLATION POLICY OVERRIDES THAT OF FOLKUNIVERSITETET**. This is regardless of whether you registered online or in person.

**4. What to do in case of illness** - If you are ill during the period of the exam, Folkuniversitetet Stockholm will compensate you for part of the exam fee (1000 SEK) providing:

- You can produce a doctor's certificate covering the period of the exam
- You have not already taken any part of the exam including the speaking test.

**5. Change of Address** - You are responsible for informing us if you change your address. We do not accept responsibility for certificates which have been lost due to inaccurate addresses.

**6. Speaking tests** will be scheduled either one afternoon in the week prior to the main exam date or on the day of the exam of itself (subject to availability). Candidates are always tested in pairs or threes (if there is an odd number) and the session lasts 15-20 minutes depending on the exam. Your date and time will be included in the Confirmation of Entry. You should inform the centre exam manager **AS SOON AS POSSIBLE** if you are not able to come to the scheduled test. Any changes made to re-arrange a time after a missed exam time will be charged at 500:-.

**7. Valid photo ID** You must provide a valid photo ID for all parts of the exam, otherwise you will not be permitted to take the exam.

**8. Special arrangements** – The Stockholm centre is able to make special arrangements for candidates with learning difficulties such as dyslexia on production of relevant documentation which must be submitted before the closing date of entry. Candidates who do not submit the relevant documentation by the deadline will not be entitled to special arrangements.

**9. Mobile phones and other electronic device.**

Mobile phones or any other electronic devices are NOT permitted in the exam room or in the Speaking test. These include iPods, iPads, e-readers, smart watches, laptops and any other device on which notes can be accessed, data received or transmitted during an exam session. Any candidates found with mobile phones or other electronic devices in their possession in an exam room will be disqualified.

**10. Candidate test day photo registration and consent form**

By registering to a Cambridge exam, you consent to be photographed on the day of your speaking test and that the photograph will be held on the secure Cambridge English Assessment Results Verification site. The photograph shall only be available to organisations/individuals that you give your details to or that you authorise to view your result. You will be sent a consent form when you apply and this must be returned to the centre before the exam day. If you are under 18 years of age, please ask your parent or legal guardian to sign the consent form.