



ENGLISH CLUB EXAM TIPS
FOR CANDIDATES TAKING INTERNATIONAL EXAMS CAMBRIDGE ASSESSMENT ENGLISH

<p>WRITTEN EXAM</p> <hr/> <p>BEFORE THE EXAM</p>
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Take with you a pen, pencil, eraser and an identity document (your passport or national identity card).

Do not forget to bring your Confirmation of Entry, because you will be asked to take a seat with the same number.

Arrive at least 30 minutes before the exam begins.

Look for labels and notices which will help you find the exam room. The person in charge of the exam (Supervisor) will inform you when you will be allowed to enter the room.

<p>DURING THE EXAM WHILE ENTERING THE EXAM ROOM</p>
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Switch off your mobile phone, including all alarms and other sounds.

Switch off other electronic devices, including alarms in your watch.

Leave your mobile phone and other prohibited items (e.g. books, bags etc.) in an area designated by a member of the test personnel (Invigilator).

You may bring in a bottle of water, but place it on the floor next to your table to avoid any accidents.

After you have taken your place you will be asked to present the right document to prove your identity as the candidate who registered for the exam.

A member of the exam personnel (Invigilator) will hand out exam sheets (and in some cases answer sheets and/or rough draft paper).

If your name printed on the exam sheet was misspelled, report this to a member of the exam personnel immediately.

A member of the exam personnel (Supervisor) will give you detailed instructions to each part of the test. Listen to them carefully and if you have any questions regarding the procedure ask them right away.



ONCE THE EXAM STARTS

Read instructions on the cover of the exam sheet (and the answer sheet if you received it).

Do not open the exam sheet until you are asked to do so by a member of the exam personnel (Invigilator).

A member of the exam personnel (Invigilator) will inform you about the time allotted for each component of the test. Make sure you answer all the questions in the time given, because there will be no additional time to transfer the answers.

You are to use a pencil to fill in the answer sheets in the Reading and Use of English and Listening parts, in the Writing part you should use a pen.

The **Reading and Use of English** is to be filled in with a pen, and you have to complete the test in the allotted time – please remember there is no additional time to transfer the answers to the answer sheet.

During the **Writing** part please remember to use a pen (blue or black ink) to fill in the answer sheet, write in lines, in specified sections of the answer sheet. Before the Writing part starts you will receive rough draft paper – so called extra paper, but remember the examiner will not mark your answer written on that paper. You have to write your answer on the answer sheet within the time allotted.

During the **Listening** part the test is broken down into sections and the recording includes all necessary pauses and instructions to candidates. Each section is played twice. You will be given additional time to transfer your answers. The notice of the end of the Listening test is recorded on the CD as well. You are to use a pencil for this part of the test.

You are not allowed to talk to other candidates, cheat or be in possession of prohibited items (e.g. mobile phone) because you may be disqualified if you do any of those things.

If you need to use the bathroom raise your hand. Due to security reasons you will be escorted by a member of the test personnel (Invigilator). Note that you will not be allowed any additional time for bathroom breaks. You may not use the bathroom during the whole Listening part and during the last 10 minutes of the Reading and Writing components.

The test personnel will inform you when there is 10 and then 5 minutes left in each written part of the test.



AT THE END OF THE EXAM

You will be asked to put down your pen or pencil.

A member of the exam personnel (Invigilator) will collect all exam sheets, answer sheets and rough draft paper before you are allowed to leave the room. Remain at your table quietly while those materials are being collected..

AFTER THE EXAM

Before you leave the room make sure you are taking all your personal belongings with you.

Make sure you still have your individual plan of the session. It contains your login details to the website where the results will be available. The results will be published by Cambridge Assessment English within the time frame specified on your Confirmation of Entry.

REPORTING COMPLAINTS CONCERNING THE EXECUTION OF THE EXAM

If anything that could have affected your result (e.g. you were sick or there was noise which interrupted the Listening part) happened during the exam report it immediately after the end of the test to the person in charge (Supervisor) and/or a member of the personnel (Invigilator).

SPEAKING EXAM

Take with you your national identity card or passport and your individual plan of the session.

Arrive at least 15 minutes before the exam begins.

The coordinator will check your document with the list of registered candidates. After that you must remain in a designated room until the time of the test.

While waiting your turn you should remain calm in order not to disturb other candidates.



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If your name was misspelled inform the coordinator so they can amend it in the correct place.

Switch off your mobile phone (and other electronic devices). Leave your personal belongings in an area designated by the coordinator. Two candidates take the Speaking exam together. A member of the exam personnel (Invigilator) will introduce you to another candidate who will be your partner during the Speaking exam. Pairs of candidates are matched according to the order on the attendance list.

If your partner is absent, other pairs will be reorganized in order to avoid delays.

You will receive your personalized answer sheet. Do not fold it, crease it or write on it. Hand it to the examiner on entering the exam room. If on a given day there is an odd number of candidates, three last ones on the list will take the exam together. The exam cannot be conducted with a single candidate.

The pictures taken on the exam day are obligatory for all candidates of Cambridge Qualifications exams: FCE, CAE and CPE except the "for Schools" exam version, namely FCE for Schools. They can be taken on the day of the written or oral exam.

COLLECT YOUR CERTIFICATE

Once you check your results online you will have to wait until your certificate is ready to be collected. Do not worry, our Exam Centre English Club will inform you when you can collect your certificate. You can do so within the period of 2 years and if you cannot collect your certificate in person please contact us (exams@engclub.pl 884 991 271) and we will walk you through other options of collecting the document through authorizing another person to do it for you or shipping it by courier or postal service.

If you have any questions feel free to contact us via email or phone within the Office working hours: exams@engclub.pl
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