|  |  |
| --- | --- |
| C:\Users\geronti.xidesheli\Desktop\8\bijo\DDDDDDDDDD\logo\naeclogo-ENG.png | Registration Form for Cambridge Examinations March 2020 |

To register for any of the given examinations you should submit a completed and signed copy of this form (please write in capital letters or type), together with the bank payment slip (see below the bank details) and a photo copy of your Identification document to the National Assessment and Examinations Center, 9 Mindeli Street,Tbilisi. In case of not having an ID document please fill *Candidate Identification Form* provided on the web-site [www.naec.ge](http://www.naec.ge)

**Exam Details:** (put X in the appropriate box)

|  |  |
| --- | --- |
| ***Exams*** | ***Paper-based*** |
| **KET** |  |
| **PET** |  |
| **FCE** |  |
| **CAE** |  |

**Personal Details:**

First name (as it is indicated in your passport):

Family name:

Date of birth (dd/mm/yyyy):

Gender Female Male

Nationality:

Country of Birth:

11 digit personal number:

Passport number (in case you want to use your

results for studying in the UK in the near future):

Home address: ­­­­­­­­­­­­­­­

Home number:

Mobile/cell phone number:

E-mail address:

Name of Institution where you are doing a

preparation course

(Leave blank if you are not doing a course):

I authorize the above mentioned institution to access my exam results (tick if appropriate):

Do you have any special requirements? For example, modified materials for visual difficulties, or special requirements because of a medical condition. Yes No

If yes, please specify your requirements below and attach the supporting medical evidence to this form. Please read *Special Arrangements* section below in *Regulations for Candidates Taking Cambridge English Examinations.*

**Why are you taking the test?**

For studying abroad in the near future

(put YES or NO): ­­­­­­­­­­­­­­­

For which country:

**Declaration (For candidates of 18 or over 18 years of age):**

I understand that all individuals who want to take a Cambridge English exam are required to agree to all of the

Terms and Conditions (a copy of which has been provided by the centre).

I wish to be admitted for the selected Cambridge English exam at the centre listed on this form and for the date listed here. I will bring a valid photo ID with me on the test day, and I consent to have my photo taken by the centre on the day of the Speaking test and/or the written papers. I agree for this photo to be held on the secure Cambridge English Language Assessment Results Verification site and viewed as set out below if I give my agreement.

Additionally, if I use my exam result for a visa/immigration application I agree for the exam result to be available on other sites shown at [http://www.cambridgeenglish.org/cambridge-english-for/visas- and-immigration/](http://www.cambridgeenglish.org/cambridge-english-for/visas-and-immigration/) if I give my consent.

I hereby authorise the following to access my information (tick if appropriate): UKBA

The photo shall only be available to organisations/individuals that I give my details to or that I authorise to view my result.

If you wish to use your results for the following purposes please complete this section:

* To apply for any other category of visa for the UK which requires evidence of English Language proficiency

I hereby authorise the centre to record a speaking sample of my voice and to give this recording to Cambridge English Language Assessment (tick if appropriate).

By signing this form I declare that I am aware of and agree to comply with the Terms and Conditions for this exam.

Candidate’s Signature

Date

**Declaration (For candidates under 18 years of age.):**

I am the parent/legal guardian of the candidate named on this form and I give consent to this person taking the

Cambridge English exam selected above.

I understand that all individuals who want to take a Cambridge English exam are required to agree to all of the

Terms and Conditions.

I agree to the candidate being admitted for the selected Cambridge English exam at the centre listed on this form and for the date listed here. The candidate will bring a valid photo ID with them on the test day, and I consent to them having their photo taken by the centre on the day of the Speaking test and/or the written papers. I agree for this photo to be held on the secure Cambridge English Language Assessment Results Verification site and viewed as set out below if I give my agreement on behalf of the candidate.

Additionally, if the candidate is to use their exam result for a visa/immigration application I agree for the exam result to be available on other sites shown at [http://www.cambridgeenglish.org/cambridge-english-for/visas- and-immigration/](http://www.cambridgeenglish.org/cambridge-english-for/visas-and-immigration/) if I give my consent on behalf of the candidate.

I hereby authorise the following to access my information (tick if appropriate): UKBA

The photo shall only be available to organisations/individuals that I agree to give the candidate’s details to or authorise to view the candidate’s result.

By signing this form I declare that I am aware of and agree to comply with the Terms and Conditions for this exam.

Parent/Guardian signature

Candidate’s Signature

Date

***Regulations for Candidates***

***Fees, registration and exam dates for March 2020***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Exam*** | ***Exam Date*** | ***Registration Dates*** | ***Speaking Window*** | ***Exam Fee (GEL)*** |
| *KET (paper-based)* | **14 March 2020**  | 20 -31 January | 06 March – 15 March  | 185 |
| PET *(paper-based)* | **14 March 2020**  | 20 -31 January | 06 March – 15 March  | 235 |
| FCE *(paper-based)* | **13 March 2020**  | 20 -31 January | 06 March – 15 March  | 360 |
| CAE *(paper-based)* | **14 March 2020**  | 20 -31 January | 06 March – 15 March  | 390 |

The Speaking paper usually takes place on a separate day within the speaking test window set by Cambridge. As the Speaking paper may fall on any of those dates, it is recommended that candidates keep the entire window free until the final date is confirmed. Candidates will not be able to choose the date/time closer to the exam.

***Special Arrangements***

We believe examinations should be accessible to everyone, regardless of their learning or physical difficulties. A number of provisions are available to ensure that candidates who have special requirements can demonstrate their ability in English. Special arrangements can be made for candidates with specific learning, hearing or visual difficulties. Examples of special arrangements are: Braille papers, lip-reading versions of listening papers, enlarged print papers, extra time.

To apply for special arrangements, you must contact us at least **two months prior** to the examinations sessionand provide relevant medical reports to support your application. Find more information on the web-site <http://www.cambridgeenglish.org/help/special-requirements/>

***Confirmation of Entries and Timetables***

Candidates will receive a confirmation of entry from NAEC, which tells them where and when the examination will take place. This confirmation should be checked very carefully, particularly for any incorrect name, spelling, and any corrections should be drawn to the attention of NAEC exam staff immediately. A fee is charged for name amendments requested after certificates have been issued.

Together with a confirmation of entry all the candidates will receive an exact timetable indicating the dates of written papers as well as an exact date of a speaking paper by e-mail.

 A confirmation of entry and a timetable will be sent by NAEC to the candidate’s e-mail address indicated in the registration form **two weeks** before the exam date for **paper-based exams** and **one week** before the exam date for **computer-based exams**. Remember to send us the confirmation letter of receiving your statement of entry and a timetable. Contact Examinations Services at NAEC for further test day details.

***Transfer***

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 (e.g. one student for another)
* Transfer their fees between centers in Georgia or oversees.

***Refunds***

If a candidate wishes to withdraw his or her entry on medical grounds after the closing date or misses the examination for which he or she is entered because of illness, NAEC will make a partial refund of the exam fee, provided that a request is made to NAEC Examinations Services and a statement from a medical practitioner is supplied. This statement should specify the medical reasons why the candidate had to withdraw his/her entry or was unable to sit the examination. All requests for refunds should be submitted to NAEC Examinations Services no later **than two weeks after** the examination date.

Refunds are not given for **any** other reason (including, for example, clashes of dates with local examinations).

***Results***

All candidates will receive a Statement of Results **for paper-based exams within a window of five to seven weeks** after the exam day. Candidates can sign up to the Results Online Website <https://candidates.cambridgeenglish.org> at any time after the exam using their confidential candidate ID from their timetable. As login details will appear on the timetables, please retail this document until results have been issued. The Statements of Result will also be sent to the candidate’s e-mail addresses by NAEC. The Statement of Results **for computer-based exams will be available 2 weeks** after the examination. The Statement of Results gives information about individual paper performance and a new overall score as well as the overall grade. Individual paper performance is not provided for those candidates with grade X (absent from part of the examination), grade Z (absent from all of the examination), or PENDING (result to follow).

***Results and Certificates for March 2020***

|  |  |  |
| --- | --- | --- |
| ***Exam*** | ***On -line Results*** | ***Certificates*** |
| KET *(paper-based)* | 14 April -27 April | Beginning of May |
| PET *(paper-based)* | 14 April -27 April | Beginning of May |
| FCE *(paper-based)* | 14 April -27 April | Beginning of May |
| CAE *(paper-based)* | 14 April -27 April | Beginning of May |

***Enquires about results***

If a candidate believes that an incorrect result has been awarded, they can request a Results Enquiry. NAEC exam staff will advise on the fee for this service. Enquiries may be made within **15 days after receiving the Statements of Result**. However, it should be noted that it is extremely rare for such enquiries to lead to a change in the result for the following reasons: the majority of papers are either machine-marked or clerically marked with double-checking; examiner-marked papers are typically double-marked and in borderline or disputed cases marked three or four times. In case of grade change the fee paid for this service will be fully reimbursed.

 ***Certificates***

Certificates are issued to candidates with passing grades for **paper-based** exams; this is approximately **6 weeks** after the release of results. For **computer-based** exams certificates are issued within **3 weeks** of the release of results. Candidates should sign for their certificates and collect them in person from NAEC.

***Examination Information***

On the day of the examination candidates should:

* be punctual (be at the examinations venue at least **30 minutes before** the scheduled start of the **written examination**s and **20 minutes before** the scheduled start of your **speaking test**);
* bring a valid identity document with a recent photo (e.g. passport, national ID etc);
* bring the individual examination timetable with examination dates and venue addresses;

Candidates are not allowed to bring any electronic equipment to the examination venue.

* Mobile phones must be switched off and placed in a designated area during the whole period of the examination. Any candidate using or in possession of a mobile phone during the examination may be disqualified.
* Candidates will be asked to leave all personal belongings (such as books, bags etc) in a designated area.
* Candidates are requested not to bring any expensive personal items. NAEC is not liable for the loss of any items you may choose to bring with you at the examination’s venue.

For the speaking part of the examination, candidates are examined in pairs.

All comments concerning the conduct of the examination should be directed by the candidate to the supervisor/test administrator immediately after the examination (in the case of the listening test all comments should be reported at the beginning of the test, after hearing the introductory recording) and in writing NAEC no later than **two weeks** after the relevant part of the examination.

***Payment Information:***

Registration fee should be paid in national Currency (GEL).

**Bank Details:** You can make the payment from any local bank. Bank code: **TRESGE22**, Account name: National Assessment and Examinations Center, Account number: **707627499.** Please quote **Candidate Name**, **Personal Number,** **Exam Title, Exam Type** (e.g. **PB** or **CB,** quote only abbreviations forpaper-based or computer-based exams) and **Exam Date** in the **Description** field on the payment slip: (*e.g. Ketevan Kakhadze, 01017005614, PET PB, 15.06.2020*).

You should submit the payment slip, copy of your ID document and your filled registration form to the National Assessment and Examinations Center, 9 Mindeli Street, Tbilisi.

**For further information please contact us freely at NAEC, 9 Mindeli Street, Tbilisi, or by phone/email:**

**T: 2 47 33 33; Mobile/cell phone: 599093274**

**E-mail:** **tchkhartishvili@naec.ge**

**Web:** [**www.naec.ge**](http://www.naec.ge)