



ANMELDUNG zur Cambridge Business English-Prüfung 2018

Hiermit melde ich mich zu folgender Prüfung an (bitte ankreuzen):

Preise gültig bis 31.07.2018

Prüfung	Prüfungstermin (schriftlich)	Anmeldeschluss	Speaking Window	Prüfungsgebühr
BEC-Preliminary Cambridge English: Preliminary	<input type="checkbox"/> Do, 08.03.2018	05.01.2018	02.03.-11.03.18	178,00€
	<input type="checkbox"/> Sa, 09.06.2018	03.04.2018	01.06.-10.06.18	
	<input type="checkbox"/> Sa, 15.09.2018	20.07.2018	07.09.-16.09.18	COMING SOON
	<input type="checkbox"/> Sa, 24.11.2018	21.09.2018	16.11.-25.11.18	
BEC-Vantage Cambridge English: Vantage	<input type="checkbox"/> Fr, 09.03.2018	05.01.2018	02.03.-11.03.18	221,00€
	<input type="checkbox"/> Do, 07.06.2018	03.04.2018	01.06.-10.06.18	
	<input type="checkbox"/> Fr, 14.09.2018	20.07.2018	07.09.-16.09.18	COMING SOON
	<input type="checkbox"/> Sa, 01.12.2018	28.09.2018	23.11.-02.12.18	
BEC-Higher Cambridge English: Higher	<input type="checkbox"/> Sa, 26.05.2018	21.03.2018	18.05.-27.05.18	245,00€
	<input type="checkbox"/> Sa, 17.11.2018	21.09.2018	09.11.-18.11.18	COMING SOON

Bitte alle Angaben vollständig und gut leserlich in **Blockbuchstaben** eintragen:

<input type="checkbox"/> Frau <input type="checkbox"/> Herr	
Vorname	
Familienname	
Geburtsdatum	
Straße / Hausnummer	
PLZ / Ort	
Telefon	
E-Mail (unbedingt erforderlich)	
Vorbereitungskurs? <small>Bitte Schule angeben</small>	

Teilen Sie uns eine Anschriftenänderung bitte umgehend **schriftlich** mit.

Diese Anmeldung ist rechtsverbindlich und kann nicht storniert oder auf einen anderen Termin verschoben werden.

Bei minderjährigen Teilnehmern haften die Erziehungsberechtigten der Teilnehmer für die entstehenden Kosten als selbstschuldnerische Bürgen.

Die beigefügten Summary Regulations habe ich zur Kenntnis genommen.

Mit den nachfolgenden Teilnahmebedingungen, insbesondere den Bestimmungen zu elektronischen Geräten, erkläre ich mich einverstanden.

(Ort, Datum)

(Unterschrift)

Gesetzlicher Vertreter)



Teilnahmebedingungen

1. Anmeldung / Bestätigung

Die schriftliche Anmeldung muss dem Englischen Institut (Prüfungszentrum) bis spätestens zum Anmeldeschluss vorliegen.

Für verspätet eingehende Anmeldungen wird ein „Late Entry Fee“ zwischen 20,00 - 75,00 Euro berechnet, abhängig vom Zeitpunkt der Anmeldung. Verspätete Anmeldungen sind nur nach Absprache mit dem Prüfungszentrum möglich.

Kandidaten erhalten ca. 4 Wochen nach Anmeldeschluss eine offizielle Anmeldebestätigung (Confirmation of Entry – CoE) per E-Mail, direkt von Cambridge English Language Assessment. Die CoE muss unbedingt aufbewahrt werden, da hierauf die Zugangsdaten zum Abruf der Prüfungsergebnisse angegeben sind.

Eine detaillierte Prüfungseinladung (Timetable) erhalten Kandidaten ca. 3 Wochen vor dem schriftlichen Prüfungstermin vom Englischen Institut Köln per Post. Schriftliche und mündliche Prüfung können an unterschiedlichen Tagen stattfinden.

Sollten Sie besondere Bedürfnisse aufgrund dauerhafter oder zeitweiser Behinderung haben, bitten wir um frühzeitige Mitteilung und Zusendung eines aktuellen Attestes bis spätestens 3 Monate vor dem Prüfungstermin. Nur dann können entsprechende Arrangements getroffen werden.

2. Zahlung der Prüfungsgebühr

Die Prüfungsgebühr, ggf. inklusive Late Entry Fee, **muss zeitgleich mit der Anmeldung überwiesen werden.** Für verspätete Zahlungen wird eine **Mahngebühr** von 5,00 Euro berechnet.

Bei minderjährigen Teilnehmern haften die Erziehungsberechtigten der Teilnehmer für die entstehenden Kosten als selbstschuldnerische Bürgen.

Zahlungen sind auf das nachfolgend angegebene Konto zu leisten:

Kontoinhaber:	Englisches Institut Köln		
Verwendungszweck:	Name + Prüfung + Prüfungstermin		
Kreissparkasse Köln	Konto 96166	BLZ	370 502 99
	IBAN DE10 3705 0299 0000 0961 66	BIC	COKSDE33

Die Prüfungsgebühr kann **ausschließlich im Krankheitsfall** gegen Vorlage eines ärztlichen Attestes, abzüglich einer Bearbeitungsgebühr von 50,00 Euro, erstattet werden. Das Attest muss dem Englischen Institut Köln spätestens zwei Wochen nach der schriftlichen Prüfung vorliegen, mit Angabe der Bankverbindung für die Erstattung.

3. Ergebnisse / Zertifikate

Kandidaten müssen ihre **Prüfungsergebnisse** selbst online abrufen.

Die individuellen Zugangsdaten hierfür finden Sie auf der Confirmation of Entry, welche Sie vor der Prüfung per E-Mail erhalten. Eine Registrierung auf der angegebenen Website ist unbedingt erforderlich.

Die **Zertifikate** werden ca. 6 Wochen nach Ergebnisveröffentlichung per Einschreiben vom Englischen Institut Köln verschickt. Eine erneute Zusendung, z.B. wegen nicht möglicher Zustellung, ist kostenpflichtig.

4. Besondere Bestimmungen



Es ist verboten, Mobiltelefone und andere elektronische Geräte im Prüfungsraum mit sich zu führen. Bitte bringen Sie, wenn möglich, keine elektronischen Geräte mit zur Prüfung!

Sollten Sie ein Mobiltelefon oder ein anderes Gerät mit sich führen, wird dies vor der Prüfung eingesammelt und in einem anderen Raum bis zum Ende der Prüfung sicher aufbewahrt. Haftung wird nicht übernommen!

Zuwiderhandeln führt zu sofortigem Ausschluss von der Prüfung!

Summary regulations for candidates

(last updated December 2016)

This document contains a summary of the information you need in order to take a Cambridge English Language Assessment exam. You must read this very carefully. If you do not understand something, please ask your centre. The full regulations, which set out your rights and obligations as a candidate, are in the *Regulations* booklet which is available from your centre or you can download it from <http://www.cambridgeenglish.org/help/>.

- **Cambridge English Language Assessment:** a part of Europe's largest assessment agency, Cambridge Assessment (the trading name for UCLES, a non-teaching department of the University of Cambridge).
- **Centre:** an authorised Cambridge English Language Assessment exam centre. Centres are independently run institutions and Cambridge English Language Assessment is not responsible for any actions or omissions by centres.
- **Candidate:** someone who has registered to take a Cambridge English exam.

1. Who can take the exams?

- Cambridge English exams may be taken by people of any age, gender, race, nationality or religion. Although they are designed for native speakers of languages other than English, no language related restrictions apply.

2. Registering for the exam

- You must register for the exam through a centre. Your contract is with the centre and you pay your exam fees to them.
- For some exams, there may be more than one session in the same month. There is no restriction on how many times a month you can take an exam, subject to the exam dates published on www.cambridgeenglish.org and the dates your exam centre chooses to hold the exam.
- You must take all components of an exam on the dates specified.
- You are not allowed to take some components in one session and the remainder at another time.
- You cannot transfer an entry from one exam session to a future one, or to an exam at a different level.

3. Special requirements

- Cambridge English Language Assessment will always try to make arrangements for candidates with special requirements (e.g. extra time or adapted papers).
- You must tell your centre as soon as possible if you have any special requirements because they need to send the application to Cambridge English Language Assessment 8-12 weeks before the exam (depending on what is required and which exam you are taking). Some exams may need up to 3 months' notice.

4. Taking the exam

- The centre will give you information about where and when your exam will be held. You must make sure that you arrive at the right time and that you bring the pencils, pens, etc. that you need for the exam.
- You must bring a photo ID on the day of the test. The ID must be an original unexpired government-issued ID (e.g. passport). If you do not have a suitable ID, you must notify your centre of this before you register for an exam. If you are aged 17 or under, the centre will provide you with a Candidate Identification form that you must fill in before the exam day and bring with you to the exam. A college/university photo ID can be used if you are from a country where there are no compulsory government-issued IDs and provided the college/university carried out appropriate checks before issuing the ID. **If you do not bring your ID or the Candidate Identification form to the exam, you will not be allowed to take the exam and you will not receive a result.**
- The centre will give you a copy of the *Notice to Candidates* which tells you how you must behave in the exam. You must read it carefully. If you do not follow the instructions, you will be stopped from taking the exam, or you will not receive a result.
- You must not keep any electronic items, such as mobile phones, digital sound recorders, mp3 players, cameras etc in the exam room during the exam. Before the test day make sure you know your centre's policy regarding electronic items and what kind of storage they can offer on the test day. If your centre advises you they cannot provide secure storage for your electronic items, you may wish to leave them at home.
- The use of offensive, rude or racist language in your examination answers will not be accepted. Your examination will not be marked or a result given if the examiner finds language of this nature. Cambridge English Language Assessment's decision on this is final.
- You will be asked to fill out a Candidate Information Sheet. Cambridge English Language Assessment uses this information as part of its research and development programme to improve the quality of the exams. The information you give is treated anonymously and is strictly confidential.
- You may be asked to complete a short 'anchor test'. Cambridge English Language Assessment uses this information as part of its quality control programme. The 'anchor test' will not affect your exam result.
- We may also record your Speaking test as part of Cambridge English Language Assessment's quality control procedures.
- If you are taking the following exams: *Cambridge English: First*, *Cambridge English: Advanced*, *Cambridge English: Proficiency*, a photo will be taken of you on the test day as an extra way of checking your identity. This list is subject to change. For *Cambridge English: Key*, *Cambridge English: Preliminary*, *Cambridge English: Business Certificates*, you must tell your centre whether you wish to have a test day photo taken, so the centre can offer you a test day photo service. You or a parent or guardian must give your consent to the centre for your photo to be taken. If a test day photo is required, you cannot take the exam unless consent for a photo to be taken has been given by you or a parent or guardian. This photo will only be visible on the Results Verification website www.cambridgeenglish.org/verifiers and you choose who can view it by sharing your candidate ID number and secret number. For more information, contact your centre.
- If you do not feel well on the day of the exam or think that your work may be affected for any other reason, tell the supervisor immediately. If appropriate, the centre will report this to Cambridge English Language Assessment for consideration when deciding your result.

- If you miss the exam because of illness, you may be allowed a full or part refund. You will need to give medical evidence to your centre for this to be considered.

5. After the exam

- Cambridge English Language Assessment cannot be held responsible for loss of exam scripts or materials while in transit from the centre and/or its venues to Cambridge.
- For some exams your results will be available from the Results Online website between the dates specified. Your centre will give you access to this site. For other exams a copy of your results will be posted to your centre who will forward the information on to you. Cambridge English Language Assessment may amend result information under exceptional circumstances.
- Cambridge English Language Assessment reserves the right not to issue results for those candidates where a test day photo is required and was not taken or to candidates who breach our rules and regulations, or to cancel results if we believe the scores are not valid.
- If you breach our rules and regulations for any of the components, you may not receive the result for the entire exam or qualification.
- If you think that your result is not correct, please contact your centre without delay and they will give you details of the enquiries and appeals process and the related fees. Information is also available on www.cambridgeenglish.org.
- Cambridge English Language Assessment will not give feedback on your performance for individual questions. All the available information is given in your Statement of Results.

6. Certificates

- If you have passed the exam, your centre will give you your certificate approximately 3-4 weeks after the results are released for paper-based exams. For computer-based exams this is approximately 2-3 weeks after the release of results. Unclaimed certificates may be destroyed by your centre after one year.
- Your Cambridge English Language Assessment certificate is an important document containing a number of security features. If you lose your certificate and need to prove your result; you can apply for a certifying statement, which provides an official confirmation of your result. An additional fee is payable for this service. The certifying statement application form is available from www.cambridgeenglish.org.

7. Copyright

- Copyright on all question papers and exam material belongs to Cambridge English Language Assessment. You must not take question papers, notes or any other exam material out of the exam room.
- Cambridge English Language Assessment does not allow candidates, schools or centres to view candidates' answers or any other work done as part of an exam.
- Cambridge English Language Assessment will not return any work you produce in the exam to you, your centre or your school.

8. Data Protection

- Cambridge English Language Assessment abides by UK Data Protection laws and centres are required to comply with local data protection and privacy laws. Your information will be stored securely for a limited period of time. However, information which may be needed later to confirm and verify your result is kept for an unlimited time.
- Cambridge English Language Assessment will not use your personal details for any purpose other than for the exams except as described below. In particular, if the information you provide is used to contact you for marketing purposes, you will be given the choice not to be contacted again.
- Information provided when registering for a Cambridge English exam will be used in the administration of the exam, and may be used as part of Cambridge English Language Assessment quality control, in research and development activities or to inform you about other Cambridge products and services. Cambridge University Press may also use information for these purposes.
- Work produced in the exam will be used in the assessment of performance in the exam and written work, video and audio recordings of candidates' speaking tests may also be used as part of Cambridge English Language Assessment's quality control, research and development activities, or extracts in anonymised form may be reproduced in published exam preparation material. This may include activities within Cambridge University, such as with Cambridge University Press.
- Your Statement of Results will be made available to your centre and, if applicable, the school which prepares you for the exam, and may be sent to another authorised third party as confirmation. Where you authorise it, third parties may view information for verification purposes.
- If you are suspected of and investigated for malpractice, your personal details and details of the investigation may be passed to a third party. For example, if you want to use your result for visa or immigration purposes, we may need to share this information with the relevant immigration authority.