

BUSINESS ENGLISH CERTIFICATES:

- Cambridge BEC examinations are internationally recognised English language qualifications.
- BEC certificates have widespread recognition in **commerce** and **industry** both in Poland and abroad. They are often used to establish the English language abilities of potential employees in the recruitment process.
- BEC Vantage and Higher are accepted by the Polish Ministry of National Education as language qualifications for tour guides and couriers on package tours abroad.
- BEC Vantage and Higher are accepted as proof of English language knowledge for employees of the Polish Civil Service.

Council of Europe levels	Cambridge BEC	Cambridge Main Suite
C1	BEC Higher	CAE
B2	BEC Vantage	FCE
B1	BEC Preliminary	PET

EXAM FEES

In 2009 the BEC exams discount fees for groups registered in accordance with these regulations are as follows:

BEC PRELIMINARY	255 zł
BEC VANTAGE	455 zł
BEC HIGHER	535 zł

The British Council is not liable for VAT.

REGISTRATION OF CANDIDATES

To enter an organised group for the Cambridge ESOL BEC examinations registering institutions should contact:

Group Exams Co-ordinator
British Council Examinations Services
tel: (0-22) 695 59 41
fax: (0-22) 695 59 30
e-mail: exams@britishcouncil.pl

Institutions entering groups of students/employees for Business English Certificates have a wider choice of exam dates than is the case for candidates registering individually.

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S E S S I O N	THE FINAL DATE FOR SUBMITTING <i>BLOCK ENTRY</i> FORMS TO EXAMS SERVICES	EXAM	DATES OF THE LISTENING & WRITING TESTS	DATES OF THE SPEAKING TEST
1	29 JANUARY	BEC PRELIMINARY	19 MARCH	13 - 23 MARCH
		BEC VANTAGE	20 MARCH	
		BEC HIGHER	18 MARCH	
2	2 APRIL	BEC PRELIMINARY	16 MAY	08 - 18 MAY
		BEC VANTAGE	30 MAY	08 MAY – 01 JUNE
		BEC HIGHER	23 MAY	08 - 25 MAY
3	16 APRIL	BEC PRELIMINARY	03 JUNE	29 MAY - 08 JUNE
		BEC VANTAGE	04 JUNE	
		BEC HIGHER	02 JUNE	
4	8 OCTOBER	BEC PRELIMINARY	28 NOVEMBER	13 - 30 NOVEMBER
		BEC VANTAGE	05 DECEMBER	13 NOVEMBER – 07 DECEMBER
		BEC HIGHER	21 NOVEMBER	13 - 23 NOVEMBER

To register candidates for the Cambridge ESOL BEC exams a registering institution is obliged to:

1. Provide the group exams co-ordinator at British Council Examinations Services with numbers of candidates for each of the BEC levels. This information can be submitted by e-mail, phone or in person.
To process entries there should be at least 10 candidates in a group for any of the levels, i.e. BEC Preliminary, BEC Vantage or BEC Higher.
2. Complete a *Block Entry Form*, provided by the group exams co-ordinator, in the following way:
 - candidates for each BEC level should be entered on a separate registration form,
 - all registration forms should contain handwritten signatures of the listed candidates. This is confirmation that they are familiar with Cambridge Exams Regulations and agree to their personal data being processed for purposes related to the administration of the Cambridge exams.
3. Fax the documents listed below to the group exams co-ordinator – (022) 695 59 30 – no later than the final submission date for the chosen session (see table above):
 - completed Block Entry Forms,
 - if needed - applications for special arrangements for disabled candidates supported by relevant medical certificates (forms available from group exams co-ordinator and the website www.britishcouncil.pl),
 - if needed - applications for special arrangements (25% extra time during written papers) for dyslexic, dysgraphic or dysorthographic candidates supported by relevant certificates from a psychological clinic (forms available from group exams co-ordinator and the website www.britishcouncil.pl).

4. Make the relevant payment for the registered BEC candidates on receipt of an invoice issued by the British Council Examinations Services. Proof of payment must reach the group exams co-ordinator no later than the date stated on the invoice.

If the four conditions listed above are not fulfilled by the date on the invoice the candidates will not be registered for the chosen BEC session.

SPECIAL ARRANGEMENTS

a) Disabled candidates

Candidates who require special arrangements (e.g. candidates with hearing or visual disabilities) are asked to inform the representative of their institution about this fact before they pay their exam fee. The representative checks with the group exams co-ordinator whether the requirements can be met. Relevant supporting documentation - medical certificates and applications for special arrangements - should be submitted on behalf of the candidates by the registering institution **during registration**.

b) Dyslexia

Candidates applying for 25% extra time for the written parts of the examination because of dyslexia, dysgraphia or dysorthography, are asked to provide their registering institution with the following documents **before registration documents are sent to the British Council**:

1. A report provided by a fully qualified educational, clinical or chartered psychologist:
 - issued not earlier than two years prior to the written exam date,
 - stating details of the degree of dyslexia, dysgraphia or dysorthography,
 - enumerating the tests conducted to diagnose dyslexia, dysgraphia or dysorthography.
2. An appropriate application form completed and signed by the candidate. Registering institutions will be provided with the form by the group exams co-ordinator on request.

The final date for submission of all documents listed above is the last day of registration; after this no documents will be accepted.

INFORMATION ON THE EXAM TIMETABLE

Candidates collect their Statements of Entry with information on the exam timetable from the registering institution approximately two weeks before the date of their test. The registering institution will receive Statements of Entry from the nearest British Council Examination Centre beforehand.

CHANGES

- After registration fees cannot be reimbursed.
- Fees cannot be transferred from one type of exam to another.
- Fees cannot be transferred to a later date (e.g. the next exam session).
- The dates and times of the written papers cannot be changed.

Individuals or institutions covering the examination fee for candidates absent from the written parts of the examination for health reasons are entitled to a 60 % refund of the basic exam fee. Medical certificates issued on a form supplied by the group exams co-ordinator or downloaded from the website www.britishcouncil.pl should be submitted to the group exams co-ordinator at British Council Examinations Services (Al. Jerozolimskie 59, 00-697 Warszawa) **no later than 2 weeks after the written test day.**

Candidates absent from the test for reasons other than health related will not be eligible for a refund.

EXAM HALLS

Exams are conducted either on the premises of the registering institution or in another location chosen by the institution. Exam halls must meet conditions defined by the University of Cambridge ESOL such as:

- cleanness,
- appropriate hall temperature both in summer and winter (20° - 25°C),
- appropriate ventilation of hall,
- sufficient lighting,
- a good PA system,
- provision of a clock or notice board where exam timing can be displayed,
- a quiet environment,
- a floor that does not amplify the sound of footsteps,
- marked emergency routes and exits and unlocked evacuation doors.

In exam rooms where the written and listening papers are conducted at least 1.25 meters must be allowed between the centre of the working area assigned to any candidate and the centre of the working area assigned to the next candidate in each direction.

If the registering institution cannot organise an exam session on their own premises and has to hire a venue externally it is obliged to fully cover all rental costs.

SUPERVISORS, INVIGILATORS, EXAMINERS

The British Council Examination Centre, operating in the area where a BEC session for a given group is to be held, will provide oral examiners, supervisors and invigilators for the test.

POST-EXAM PROCEDURES – CANDIDATES' WORKS

On conclusion of the test the supervisor packs candidates' papers as well as all other exam materials. If the number of candidates is not large the supervisor will deliver the documents to the Exam Centre personally. If candidate numbers are large the papers are packed in sealed envelopes signed by the supervisor across the seal. The registering institution immediately sends the packages by domestic DHL to the exam centre responsible for the session. Any breach of the seal following the supervisor's departure may result in the invalidation of the session.

RESULTS & CERTIFICATES

- Apart from the speaking test all other exam papers are marked in University of Cambridge ESOL. There is no possibility of viewing the papers or points allocated in the examination.
- Statements of Results are available approximately 7 weeks after the end of the exam session.
- Statements of Results will be available on the University of Cambridge ESOL Examinations website: www.CambridgeESOL-results.org. Candidates will receive their password and personal access code to this website on the day of the examination. Information on candidates' final grades will also be published on www.britishcouncil.pl.
- Registering institutions will receive Statements of Results by post to the address provided during registration.
- Examinations centres do not provide information about results electronically (e-mail) or over the phone.
- Results enquiries should be submitted by the candidates themselves and not the registering institutions to the group exams co-ordinator no later than 11 weeks after the written test date. University of Cambridge ESOL offers two forms of results enquiries:
 - a) clerical re-check - a paid service,
 - b) full re-mark of the candidate's examination papers (with the exception of the Speaking test) - a paid service.

The pricelist is available at all examinations centres.

- Certificates can be collected in the following ways:
 - a) If the registering institution is located in the same city as a British Council Examinations Centre, their representative collects certificates on behalf of the candidates. To do so the representative must submit candidates' authorisation for the said with their handwritten signatures.
 - b) If there is no examinations centre where the exams are held and the documents cannot be collected in person the certificates are despatched to the registering institution by domestic DHL. The registering institution is obliged to submit the relevant candidate authorisation that they agree to have their certificates posted. The authorisation should contain candidates' handwritten signatures.

Candidates' results and certificates are kept by an exam centre for two years from the first day when they can be collected from that centre.

Afterwards they are destroyed.

The British Council and the Examining Boards take all reasonable steps to provide continuity of service. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The British Council's liability will be limited to the refund of the registration fee or re-testing at a later date.
