



Important information for your exam - please read carefully

Arrival time

You must arrive *at least 30 minutes before* the start time of the written and speaking tests.

Identification & Confirmation of Entry (COE)

1. You must bring valid photographic identification (DNI, passport, driver's licence) on exam day/s. Please note that identification documents must be up to date. Expired documents will not be accepted as proof of identity
2. *You will not be permitted to sit the exam without proper photographic identification.* If there is a problem please contact us before the exam date
3. *You must bring your Confirmation of Entry (COE) to all exam components* in order to consult exam times/rooms. A printed copy is recommended, as electronic devices will be collected by the supervisor on exam day
4. If you are taking *B2 First, C1 Advanced or C2 Proficiency* you are required to have your photograph taken on the day of your speaking or written test. If you are under 18 your parent/guardian must complete and sign the *Test Day Photo Authorisation Form* and send it to us before the exam or bring it on exam day.

On the day of the exam

- You should wait outside the exam room until you are called
- You must leave your belongings including jackets and bags in a separate area away from the exam tables. We recommend that you don't bring anything of value. Exam Centres ES439-ES449 will not be held liable for any loss or damage to personal effects
- You should bring pencils, pens, a sharpener and an eraser if you are taking a paper-based test, and a pen or pencil if you are taking a computer-based test
- Correction fluid or tape is not permitted.
- Pencil cases are *not* allowed on the exam table
- Water (in a plastic bottle) and medications are allowed on the exam table
- *Mistakes:* you should notify the supervisor on the day of the exam if there are any mistakes in your name or personal details
- *Mobile phones and other electronic devices will be collected and kept by the supervisor for the duration of the exam, including breaks.* You may not access your phone until the exam is over. Whilst every care is taken, Exam Centres ES439-ES449 will not be liable for any loss or damage to personal effects including electronic devices and mobile phones and we suggest that you don't bring them to the exam session.

Certificates:

Certificates will be available on or after the dates published on our website for each exam: <http://exams-catalunya.com/es/page/resultados>

Results:

You will find information (ID Number & Secret Number) to help you access your results online on your COE. A guide to using Results Online can be found here: <http://exams-catalunya.com/es/page/resultados-y-certificados#tab-2>

Speaking Test Changes

If you cannot attend the speaking test due to a prior commitment (e.g. an exam or a journey) we will try to change the time/date of your speaking test wherever possible. Please contact us as soon as possible to request a change. Send a copy of your COE with *written evidence* which confirms the reason to: registrations@exams-catalunya.com
Requests can also be made in person at our exam centre on Carrer Freixa, 5-9, 08021 Barcelona. Our office hours are Monday to Friday 9:00-17:00h. Speaking test changes will not be accepted less than 7 days before the exam and we will *not* be able to change the timetable of your speaking partner.

DO NOT cheat, copy, give anything to or take anything from another candidate

We take exam malpractice very seriously and candidates who do not follow Cambridge English regulations on cheating will be disqualified