Examinations

Cambridge English
Language Assessment

2019/2020

Examination Centre DE 080
www.vhs-saar.de

Twitter: https://twitter.com/CambridgeEng
Facebook: www.facebook.com/CambridgeEnglishDE
Verband der Volkshochschulen des Saarlandes e.V.
EXAMINATIONS OF ENGLISH AS A FOREIGN LANGUAGE

By document dated 8 April 1987, the University of Cambridge ESOL (today: Cambridge Assessment English) established an official examinations centre at the Verband der Volkshochschulen des Saarlandes e.V., Saarbrücken, awarding it the authorisation to conduct exams to attain the Cambridge Certificates in English.

Examinations centre: Verband der Volkshochschulen des Saarlandes e.V.
Centre Number DE080
Bahnhofstraße 47 – 49, 66111 Saarbrücken
Tel.: 0681 3 66 60, Fax: 0681 3 66 10
E-Mail: info@vhs-saar.de
Internet: www.vhs-saar.de

Centre Exams Manager: Rita Rojan-Dettmer
vhs Regionalverband Saarbrücken
Altes Rathaus
Am Schlossplatz 2
66119 Saarbrücken
Tel.: 0681 506 – 4330, Fax: 0681 506 – 4390
E-Mail: rita.rojan-dettmer@rvsbr.de

⇒ Information on the organisation and contents of the exam
⇒ Advisory service

Entries: Lisa Winkelsträter
Verband der Volkshochschulen des Saarlandes e. V
Bahnhofstraße 47 – 49
66111 Saarbrücken
Tel.: 0681 3 66 60, Fax: 0681 3 66 10
E-Mail: info@vhs-saar.de
lisa.winkelstraeter@vhs-saar.de

⇒ Entry procedure for the exams
1. Examinations

The Verband der Volkshochschulen des Saarlandes holds the following examinations for the Cambridge Assessment English:

- Cambridge English: KEY (KET, A2)
- Cambridge English: KEY for Schools (KET for Schools, A2)
- Cambridge English: Preliminary (PET, B1)
- Cambridge English: Preliminary for Schools (PET for Schools, B1)
- Cambridge English: First (FCE, B2)
- Cambridge English: First for Schools (FCE for Schools, B2)
- Cambridge English: Advanced (CAE, C1)
- Cambridge English: Proficiency (CPE, C2)
2. Entries

Please submit your entry with bank transfer receipt and a copy of your passport/ID to:
Verband der Volkshochschulen des Saarlandes e. V.
z. H. Frau Lisa Winkelsträßer
Bahnhofstraße 47 – 49
66111 Saarbrücken

By registering you agree to pay the current exam fee no later than the closing date of entry.

Please note that your exam fee must arrive in the following bank account of the Verband der Volkshochschulen des Saarlandes before the closing date of entry:

Bank account:
Verband der Volkshochschulen des Saarlandes e. V.
Sparkasse Saarbrücken
Konto-Nummer: 84 764, Bankleitzahl: 590 501 01
IBAN: DE72 5905 0101 0000 0847 64
BIC (SWIFT-Code): SAKSDE55XXX

Verwendungszweck (reason for payment):
Name of exam candidate, exam + date

Physical limitations which can have a negative influence on the exam performance, e. g. significant hearing deficiency, must be notified with a medical certificate to our examinations centre in the entry proceeding.

In good time before the exam, the candidate will receive:
- Important information from Cambridge on the exam via e-mail, as well as a
- “confirmation of entry” (...@cambridgeenglish.org), and from us,
- an invitation to participate in the exam, with all details about the day/s of the test.

The confirmation of entry and a valid official identification document/passport are to be brought along on the day of exam.

Any inaccurate or incorrect personal data in the confirmation of entry must be reported immediately to the examinations centre.
A change of address must be notified without delay in written form.

3. Group Entries

Entries of more than one candidate must use the Excel spreadsheet “Kandidaten-Liste Template.xls” for all examinations, available for download at www.vhs-saar.de. The bank transfer for the entry is to be entered as group transfer (“Gruppenüberweisung”).

Entries for more than one candidate cannot be processed with other forms of entry or bank transfers.
4. **Test Day Photo**

(mandatory for the following examinations: Cambridge English: First (FCE), Cambridge English: Advanced (CAE) and Cambridge English: Proficiency (CPE))

The number of exam candidates who use their Cambridge English qualifications for the job search and in higher education is increasing steadily. Cambridge Assessment English is committed to ensuring that its certificates are among the most valuable and reliable qualifications in English as a foreign language and are acknowledged by institutions worldwide.

As a measure to ensure this, it is mandatory that a *test day photo* of every candidate is taken on the day of the exam for the examinations FCE, CAE and CPE.

The photos taken on the exam day, together with test results, candidate’s name, date of birth and gender, will be set to access at the Online Results Verification Website. The access to this data for institutions can only be granted by the exam candidates. The candidates thus have full control over who is to have access to the data and the photo.

In the course of the entry proceedings, the exam candidates must give their explicit consent to the photo in written form; see “Anmeldeformular” (entry form). In the case of exam candidates under 18 years of age, the consent of the parents or legal guardians is also required (relevant is the age of the test candidate on the exam day.)

5. **Notice of Withdrawal**

A notice of withdrawal can only be done in written form.

An administrative fee of € 15.00 will be retained for withdrawals before the closing date of entry.

In case of withdrawals for personal reasons *after the closing date of entry*, there will be no reimbursement of the fee.

A partial reimbursement of the exam fees can be considered only if the withdrawal is due to medical reasons, upon submission of a medical certificate.

In this case, the Verband der Volkshochschulen des Saarlandes must be informed without delay. The medical certificate has to be submitted to the Verband der Volkshochschulen des Saarlandes, at the latest one week after the examination date, including the bank account details of the candidate. After the withdrawal confirmation of the Cambridge Assessment English, a reimbursement of the entry fees will be made, less an administrative fee of EUR 50.00.
6. **Exam Results**

Exam results can be viewed online.

The personal data is provided in the “Confirmation of Entry”.

The “Confirmation of entry” also provides the information about how to get access to the Online Results Verification Website.

You will be informed as soon as your certificate has arrived in our examinations centre.

7. **Certificate**

The candidates are to collect their certificates personally at the Verband der Volkshochschulen des Saarlandes, submitting an official identification document e.g. identity card to identify themselves.

If another person has been authorized to collect a certificate, we require for the handover of the certificate:

- an empowerment with the candidate’s signature,
- a copy of the candidate’s official identification document bearing an identity photo,
- an official identification document of the collector, bearing an identity photo.

Upon request, the certificate can be delivered to the candidate’s personal address by personal registered mail.

The postage for this is EUR 3.95 and is to be transferred with the examination fee.

8. **General Information**

Twitter: https://twitter.com/CambridgeEng
Facebook: www.facebook.com/CambridgeEnglishDE
Verband der Volkshochschulen des Saarlandes e.V.
The exam dates (all paper-based) take place in our examinations centre on the following dates, subject to a sufficient number of candidates (at least 4 candidates) for an examination date.

<table>
<thead>
<tr>
<th>Examination</th>
<th>Exam Date</th>
<th>Speaking window</th>
<th>Entry closing date</th>
<th>Exam fees*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cambridge English: Key</td>
<td>Sat. 09/05/2020</td>
<td>01 - 10/05/2020</td>
<td>20/03/2020</td>
<td>124,00 €</td>
</tr>
<tr>
<td>Preliminary (PET, B1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cambridge English:</td>
<td>Sat. 09/05/2020</td>
<td>01 - 10/05/2020</td>
<td>20/03/2020</td>
<td>144,00 €</td>
</tr>
<tr>
<td>First (FCE, B2)</td>
<td>Sat. 09/06/2020</td>
<td>01 - 10/01/2019</td>
<td>20/09/2019</td>
<td>189,00 €</td>
</tr>
<tr>
<td></td>
<td>Sat. 14/03/2020</td>
<td>05 - 14/06/2020</td>
<td>17/04/2020</td>
<td></td>
</tr>
<tr>
<td>Cambridge English:</td>
<td>Sat. 20/06/2020</td>
<td>12 - 21/06/2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced (CAE, C1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cambridge English:</td>
<td>Fri. 12/06/2020</td>
<td>05 - 14/06/2020</td>
<td>24/04/2020</td>
<td>209,00 €</td>
</tr>
<tr>
<td>Proficiency (CPE, C2)</td>
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</tbody>
</table>

** If there are only between 4 and 7 candidates the examination will take place as a small group and an additional small group surcharge of 20% of the examination fee will be charged.
Summary Regulations for Candidates

Last updated January 2019

This document and the Notice to Candidates contain a summary of the information you need in order to take a Cambridge Assessment English exam. You must read these 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 cambridgeenglish.org/help.

Cambridge Assessment English: An examination board and part of Cambridge Assessment. Experts in English language assessment, responsible for creating, distributing and marking your exam.

Centre: A Cambridge Assessment English Authorised Examination Centre. Centres are independently run institutions and Cambridge Assessment English is responsible for planning, policy, quality assurance and quality control.

Candidate: Someone who has registered to take a Cambridge Assessment English exam.

1. Entry regulations

- Cambridge Assessment English exams may be taken by people of any age, gender, race, nationality or religion. Although they are designed for native speakers of English or those whose first language is English, the English as a Foreign Language (EFL) version is also available.

- All components of an exam must be taken on the dates specified.

2. Entering for an exam

- You must register for an exam through a Centre. Your contract is with the Centre and you pay your exam fees to them.

- You cannot transfer an entry from one Centre to another.

- Cambridge Assessment English will always try to arrange a Centre for candidates with specific requirements (e.g., disabled candidates) and will try to accommodate your choice of Centre.

3. Taking the exam

- The Centre will tell you when and where your exam will be held. You must make sure that you arrive well before the start time of your exam. If you arrive late for any part of your exam, you may not be allowed to take the exam.

- You must bring a photo ID on the day of the test unless you are taking a Starters, Movers or Flyers test. The ID must be valid, original and unexpired. It must be government issued (e.g., passport) or 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 have a suitable ID, you must notify your Centre of this before your register for an exam. If you are aged 17 or under and do not have suitable ID, the Centre will provide you with a Candidate Identification form that you must fill in before the day of the exam and bring with you to the exam. If you do not bring your ID 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 or regulations, you may be stopped from taking the exam, or you may not receive a result.

- You must not keep any electronic items, such as mobile phones, audio/video players/recorders, cameras, etc. in the exam room during the exam. Before the test day make sure your mobile phone is switched off. If you are carrying any electronic devices with you, you must not use them during the exam. You can use a pencil or a pen but not a calculator.

- If you are not allowed to wear a wrist watch during the exam, you may take your watch off and place it somewhere that is accessible to you.

- The use of offensive language in your examination will not be accepted.

- You will also be asked to fill out a Candidate Information Sheet unless you are taking Starters, Movers or Flyers. Cambridge Assessment English 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 Assessment English uses this information as part of its quality control programme. The Anchor Test will not affect your final result.

- Cambridge Assessment English may also record your Speaking test as part of Cambridge Assessment English’s quality control procedures.

- If you take the First, Advanced or Proficiency exam, a photo of you is required and will be taken of you on the test day as an extra way of checking your identity. For Key, Preliminary, Business Preliminary, Business Vantage and Business Higher, 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. The list of exams where Test Day Photos are mandatory is subject to change. 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 your parent or guardian. This photo will only be visible on the Results Verification Service website cambridgeenglish.org/results and you can view it by sharing your results via the Cambridge Assessment English Candidate Website or by sharing your Candidate Reference Number directly with your chosen institution. 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 Assessment English for consideration when deciding your result.

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

4. After the exam

- Cambridge Assessment English cannot be held responsible for loss of exam scripts or results while in transit from the Centre to Cambridge Assessment English.

- For some exams your results will be available from the Results Service website by the date specified. You need to register for access to this site. Your Centre will provide you with the registration details. For other exams your results will be released to your Centre who will forward the information on to you. Cambridge Assessment English may amend result information under exceptional circumstances.

- Cambridge Assessment English reserves the right to issue results for those candidates who breach Cambridge Assessment English rules and regulations, or to cancel results if Cambridge Assessment English believes the scores are not valid.

- If you think that your result is not correct, please contact your Centre without delay and they will provide you with details of the procedures involved in checking the result. If you are not satisfied with the result or the circumstances under which it was achieved you may appeal through your Centre.

- If you lose your certificate, you can apply for a Replacement Certificate, which contains your full examination record, for a fee. You can also apply for a Certificate of Participation, which contains your examination record, for a fee. If you have taken an exam using an Electronic Reading Device, you can apply for a Certificate of Participation, which contains your examination record, for a fee.

- A candidate can request a certificate with the fee specified on the Cambridge Assessment English website. Certificates will only be issued in English.

- A candidate can request a certificate with the fee specified on the Cambridge Assessment English website. Certificates will only be issued in English.

5. Copyright

- Copyright or all questions and exam material belongs to Cambridge Assessment English. You must not take exam materials or any other exam material to the exam room. You must not post any exam content on websites or social media.

- Cambridge Assessment English does not allow candidates, schools or Centres to view candidates’ answers or any other work done as part of an exam.

- Cambridge Assessment English will not return any work you produce in the exam to you, your Centre or your school.

6. Data Protection

- Cambridge Assessment English takes the protection of your personal data seriously and complies with the Data Protection Act 2018, the General Data Protection Regulation 2016/679 (as amended) and all applicable laws and regulations relating to the processing of personal data.

- Cambridge Assessment English will not use your personal data for any purpose other than as described below.

- Cambridge Assessment English will keep your information securely for a limited period of time except with regard to information which may be needed later to confirm and verify your results or which Cambridge Assessment English will keep for an extended time.

- Cambridge Assessment English will use your information for the following legitimate business purposes:

I. In administering the exam, including processing exam entries and results, marking exam scripts, issuing certificates, processing enquiries about results and investigating cases of malpractice.

II. To conduct quality control and research, standards setting and other activities that are related to the business of delivering qualifications and which are aimed at ensuring the delivery, as well as the integrity, of Cambridge Assessment exams and the protection of candidates.

III. To notify your Centre, and if applicable the school which prepares you for the exam, of your results as well as notifying any other third party to whom you expressly request Cambridge Assessment English releases your results.

IV. To notify you if you have not passed an exam or if you are not registered a year later for the same exam. Cambridge Assessment English may also share your personal data with other parts of Cambridge University.

V. To comply with applicable law or a court order or governmental regulation or for the purpose of any criminal or other legal investigation or proceeding here or abroad.

- Cambridge Assessment English may use anonymized data (that is data that does not identify a candidate) and pseudonymized data (that is data that is anonymized to the people who receive it) for research purposes and Cambridge Assessment English may share that data with third parties for research purposes. The third party recipients of this data are required to abide by strict data protection principles in their handling of the data and are also bound by a duty of confidentiality.
Notice to candidates

This notice contains important rules and regulations for the day of the exam. Please read it carefully. If there is anything you do not understand, ask your teacher or supervisor.

✔ YOU MUST ...

Provide an original, valid, current and not expired photographic ID (for example, passport or government-issued identity card) at every paper, otherwise you will not be allowed to sit the exam.

Only have on your desk what you need to complete the exam (pens, pencils and erasers).

Stop writing immediately when told to do so.

Wait until the supervisor has collected your candidate login or question paper, answer sheet(s) and any extra paper before you leave your seat.

✗ YOU MUST NOT ...

Keep any electronic items (mobile phones, digital sound recorders, smart watches, cameras etc.) in the exam room or access these items during any breaks throughout the exam.

Have on your desk or on your person any materials which could help you, otherwise you may be disqualified.

Cheat, copy, give anything to or take anything from another candidate.

Talk to, signal to or disturb other candidates during the exam.

Use, or attempt to use, a dictionary.

Use erasable pens, correction fluid or tape on any exam materials.

Smoke, eat or drink in the exam room, apart from water in a clear plastic bottle.

Leave the exam room for any reason without the permission of the supervisor.

Take any question papers, answer sheets, candidate logins or extra paper out of the exam room.

Make any noise near the exam room.

Advice and information

Make sure you are on time

- Know the date, time and place of your exam and arrive well before the scheduled start time.
- If you arrive late for any part of the exam, report to the supervisor. In some cases you may be allowed to take the exam. Please check your centre’s policy for late arrivals.
- If you are admitted late, not all of your work may be accepted. Your centre will explain the regulations.
- If you miss any part of the exam, you may not be given a result.

Advice and assistance during the exam

- Listen to the supervisor and follow the instructions.
- If you are not sure about what to do, raise your hand. The supervisor will come to your assistance.
- You must not ask for, and will not be given, any explanation of the questions.
- 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 Assessment English for consideration when deciding your result.

For paper-based exams

- Read carefully and follow the instructions on the question paper and answer sheet.
- Tell the supervisor immediately if:
  - your personal details on the answer sheet are wrong
  - you think you have been given the wrong question paper
  - the question paper is incomplete or badly printed
  - you cannot hear the Listening exam.

For computer-based exams

- Read carefully and follow the instructions on the screen.
- Tell the supervisor immediately if:
  - your personal details on the screen are wrong
  - you think you have been given the wrong exam
  - the on-screen questions are incomplete or poorly presented
  - your headphones are not working.

THIS NOTICE MUST BE VISIBLY DISPLAYED OUTSIDE (NOT INSIDE) THE EXAM ROOMS

Use for all Cambridge English Qualifications (except Pre A1 Starters, A1 Movers and A2 Flyers) and TKT and Delta Module 1 from Cambridge English Teaching

Disqualification warning

If you cheat, use any unfair practice or break the rules, you may be disqualified.
Exam Entry for Cambridge Examination 2019/2020

<table>
<thead>
<tr>
<th>Examination (Please tick as appropriate)</th>
<th>All exams in our centre are paper-based.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Cambridge English: KEY (KET)</td>
<td>☐ Cambridge English: Advanced (CAE)</td>
</tr>
<tr>
<td>☐ Cambridge English: Preliminary (PET)</td>
<td>☐ Cambridge English: Proficiency (CPE)</td>
</tr>
<tr>
<td>☐ Cambridge English: First (FCE)</td>
<td></td>
</tr>
</tbody>
</table>

Exam Date (Please fill out)

- I accept the current examination conditions and the regulations and I confirm that I am aware of the formal rules and procedures.
- I am aware of the fact that in the case of a small group (4 – 7 candidates) a small-group surcharge of 20% of the examination fee will be charged separately.
- In case of non-attendance, a reimbursement of the exam fees, less an administrative fee of EURO 50.00, can only be considered for medical reasons upon submission of a medical certificate, which has to be sent at the latest one week after the written exam.
- I am aware of the fact that the examinations centre has a duty to take a test day photo of every candidate for FCE, CAE and CPE on the day of the exam.
- Inscriptions can only be processed if the exam entry and the exam fee have arrived in our examinations centre no later than on the closing date of entry.

Data protection consent declaration:
With my signature, I declare my consent that the personal data relevant to the exam are accessible to persons responsible for organization and supervision, examiners and evaluators.

Please, make all entries clearly legible and in block capitals. A change of address must be notified to us without delay in written form. This registration is legally binding.

(as per ID document) Ms ☐ Mr ☐

First name
Family name
Date of birth
Street/ House number
Postal code / City
Telephone
Mobile phone
E-Mail *

Date, Signature

* The confirmation of entry will be sent to this e-mail address.

I would like my certificate to be sent to me.
yes ☐ (EUR 4.05 = is to be transferred with the examination fee) no ☐
**Exam candidates under 18 years of age:**

I am legal guardian for the aforementioned candidate in this exam entry and express hereby my consent for the participation of this under-aged in this Cambridge exam.

With my signature I confirm that I have read and that I accept the examination conditions. I am aware that the examinations centre has a duty to take a *test day photo* of every candidate for FCE, CAE and CPE on the day of the exam.

<table>
<thead>
<tr>
<th>Family name, First name/s</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date, Signature</td>
<td></td>
</tr>
</tbody>
</table>

This registration is legally binding.