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|  | Registration Form for Cambridge Examinations December 2024 |

To register for any of the given examinations you should send 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 photocopy of your Identification document to the English Skills e-mail address [examenglishskills@gmail.com](mailto:examenglishskills@gmail.com)

In case of not have an ID document please fill out the *Candidate Identification Form* provided on the website [www.englishskills.ge](http://www.englishskills.ge)

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

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| ***Exams*** | ***Paper-based*** | ***Digital*** |
| **Starters** |  | **N/A** |
| **Movers** |  | **N/A** |
| **Flyers** |  | **N/A** |

**Personal Details:**

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

Family name:

Date of birth (dd/mm/yy):

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 soon):

Home address: ­­­­­­­­­­­­­­­

Home number:

Mobile/cell phone number:

E-mail address:

Name of Institution where you are doing a

preparation course

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 the *Special Arrangements* section below in *Regulations for Candidates Taking Cambridge English Examinations.*

**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***

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. Several 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, and extra time.

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

***Confirmation of Entries and Timetables***

Candidates will receive a confirmation of entry from “English Skills”, which tells them where and when the examination will take place. This confirmation should be checked very carefully, particularly for any incorrect name, or spelling, and any corrections should be drawn to the attention of English Skills 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 “English Skills” to the candidate’s e-mail address indicated in the registration form **two weeks** before the exam date. Remember to send us the confirmation letter of receiving your statement of entry and a timetable. Contact Examinations Services at “English Skills” for further test day details.

***Transfer***

After enrolment, candidates cannot:

* Change examinations (e.g. First to Advanced)
* 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 overseas.

***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, “English Skills” will make a partial refund of the exam fee, provided that a request is made to “English Skills” 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 “English Skills” 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.

***Certificates***

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

***Examination Information***

On the day of the examination candidates should:

* be punctual (be at the exam 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. English Skills is not liable for the loss of any items you may choose to bring with you at the examination venue.

***Payment Information:***

Registration fees should be paid in national currency (GEL).

**Bank Details:** You can make the payment from any local bank to IBAN: GE47BG0000000525244391; Account Name – English Skills. 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. Marta Shanidze,* 01017005614, *Starters, 20.06.2024*).

You should send the payment slip, copy of your ID document, and your filled registration form to the English Skills exam centre e-mail address - **examenglishskills@gmail.com**.

**For further information please, contact us freely by phone/email:**

**Mobile/cell phone****: 558 166 675; 597 785 387.**

**E-mail:** [examenglishskills@gmail.com](mailto:examenglishskills@gmail.com); [englishskillsgeorgia@gmail.com](mailto:englishskillsgeorgia@gmail.com)

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