

Entry Conditions Linguaskill & Linguaskill Business (LS)

Please read this important information carefully.

Centre: Cambridge English Authorised Exam Centre

Preparation Centre: School or institution responsible for preparing and/or entering candidates for **Cambridge English Linguaskill & Linguaskill Business**

This document describes the terms, conditions and procedures for registering and paying for a Cambridge English qualification. Please ensure that this information is distributed to all the teachers running Cambridge English examination courses.

In the case of an examination date not being available in your area, Preparation Centres should contact this **Centre** and we will be happy to accommodate.

We would like to point out that we are also able to administer an examination in any other area in Switzerland. Please contact us if you have any questions in this regard or if you require any other assistance regarding the Cambridge English qualification.

Please also consult [Questions & Answers](#).

1. Entries and Registration Procedures

Dates, Fees, Closing date for entries: Please go to **Dates** for information regarding dates, deadlines and fees.

Late Entries

There will be an additional fee of **CHF 60.00** for entries arriving after the entry deadline.

Entries after these deadlines will only be accepted at the discretion of the Centre. Entries will **ONLY** be valid if proof of executed payment is attached – see Point 4.

Registration

Block Entry Forms

The preferred method of registration for Preparation Centres is the *Block Entry*. This is beneficial to Preparation Centres if they wish to have full control of candidate registration or if they or their teachers are making entry arrangements on behalf of their student(s). Please use one online entry form per exam/module/date. Please note that if Preparation Centres use the Block Entry form, they have ensured that:

- They have received permission from their candidates to act on their behalf.
 - In the case of minors the necessary permission from a parent or guardian has been obtained.
- Consent forms are available on the website.

Preparation Centres may also ask their candidates to register individually using the *Individual Entry Form*. If the Preparation Centre wishes to access the results online, they should ask their candidates to select the school from the drop-down list when they register.

Invoicing for Preparation Centres

Preparation Centres using the Block Entry online option will receive an invoice from the Centre. Invoices

will be issued approximately **2 weeks after the relevant registration deadline.**

Individual Entry Forms

These are to be used by candidates entering privately.

Candidates under 18 **MUST** have permission from a parent or guardian to sit an examination. Please follow the instructions on the online Individual Entry form. Consent Forms are also available on our website.

Registering for the correct exam

Preparation Centres and individual candidates must ensure that registration is for the correct exam/module. The Centre will not accept any responsibility if a candidate has been registered for the wrong exam/module. The Centre will not reimburse any fees resulting from registration for the wrong exam/module.

ID card or passport

When registering for the exam, either block registration or individual registration, **a valid, not expired ID card number or passport must be provided. This same document MUST be brought to the test. If not, the candidate will NOT be allowed to sit the test.**

2. Speaking Test Arrangements

Speaking Test dates

The speaking test dates can be found on the website against the relevant exam/module and written date. Candidates are expected to attend the Speaking Test at any time on these given dates.

Candidates cannot choose the date for their Speaking Test. In certain cases, and if the candidate has a valid reason, the Centre may agree to allocate a particular date to a candidate. In such cases the Centre must be contacted before the registration deadline. The Centre cannot guarantee that the request will be granted.

Absence from Speaking Test/Change of Speaking Test after registration deadline

If a candidate is unable to attend the Speaking Test on the day allocated, they must contact the [Centre](#).

3. Exam Re-take Option

The following conditions apply to the Re-take Option:

A candidate has failed their exam by **3 points or less of a CEFR level.**

A candidate was absent from the exam on medical or compassionate grounds - a medical certificate must be sent to the Centre within **10 days** of the exam date.

A candidate must contact the Centre within **5 days** of the last day of the official examination result release date if they wish to redeem this option.

The re-sit must be taken within **6 months** of the original exam date.

The re-take option is only valid for the **same exam/module** that the candidate failed.

The re-sit must take place at the original exam Centre.

Additional fee for re-take option is CHF 25.00

4. Payments

For Individual Registrations, proof of executed payment must be sent together with the printed confirmation of registration. Registrations will only be accepted and considered valid if proof of executed payment is sent.

When payment is carried out via e-banking, please ensure that a statement confirming an executed transaction is included with entry.

For Block Registrations – please see invoicing above.

[Payment slip with QR Code](#)

5. Bank details

PostFinance

Account Holder: Cambridge Examinations Basel GmbH

Account No: 40-550404-2

IBAN: CH51 0900 0000 4055 0404 2

SWIFT/BIC: POFICHBEXXX

6. Refunds

Candidates wishing to withdraw *before* the registration deadline will be granted a full refund.

Candidates wishing to withdraw *after* the registration deadline will not receive a refund.

7. Confirmation of Entry & Timetables, Results and Certificates

Confirmation of Entry & Timetables

Timetables and other relevant documents will be sent to Candidates and Preparation Centres approx. 2-3 weeks prior to the exam.

Results/Certificates

These can be downloaded 3 – 5 days after the test from the [Cambridge English Test Portal *Metrica* website](#).

8. Valuables, Electronic equipment, Watches

Valuables should not be brought to the examination. Electronic equipment and watches are not allowed in the exam room and should not be brought to the exam. If they are, they will be collected and stored securely outside the exam room. Candidates are advised that the Centre is not liable for any theft, loss or damage to personal items in our custody.