

# Entry Conditions Young Learners (YLE)

**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 Young Learners**.

This document describes the terms, conditions and procedures for registering and paying for a Cambridge English Young Learner 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 Deadlines***

The Centre and the Preparation Centre will decide on a date for YLE tests to take place. The Preparation Centre will be given a deadline date for the entries. The minimum number of entries for the Centre to organize the exams in your school is 15 candidates. Please contact the Centre if this is not possible in your school.

### ***Block entry forms***

Preparation Centres should use the block entry form for the online registration. The Centre will provide the necessary password for registration.

### ***Invoicing for Preparation Centres***

Preparation Centres will receive an invoice **one week after the exam date**.

### ***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.

### ***Late Entries, Change of Level, Change of date and Absences***

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

There will be an additional fee of CHF 20.00 for each entry arriving after the entry deadline.

There will be an additional fee of CHF 20.00 for each request for a change of level of a candidate after the

entry deadline.

There will be an additional fee of CHF 20.00 per candidate for a change of exam date after the entry deadline.

Candidates who do not sit the test, must provide a **medical certificate** or provide a valid reason for absence to the **Centre within one week of the exam date**. The exam fee will be charged after this time if an appropriate reason is not given.

## ***2. Exam Set-Up and Preparation Centre responsibilities on their premises***

### ***Written Examination Rooms***

The written test room must be set up with tables a sufficient distance apart **before** the arrival of the Cambridge English Exam team. There must not be any English on the walls.

The Centre will communicate the time of arrival – usually 45 minutes -1 hour before the start time.

A USB player **MUST** be provided in written test room.

### ***Speaking Examination Rooms***

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#### ***Ushers***

Ushers must be available for both the Written and Speaking Tests. **They are an integral and imperative part of the organisation of the YLE tests.** The candidates must be ushered to the Written exam room 10 minutes **before** the scheduled start time. An Usher must be available to escort the candidates from the Written test room upon completion of the exam. The user therefore has direct contact with the Cambridge Supervisor.

Ushers at the Speaking test must ensure that the candidates who have taken the Speaking test do not have contact with candidates who have not yet taken the Speaking test.

The Usher duties can be summarized as follows:

- bring child 1 to the seating area outside the test room, reminding him/her of the format of the tests
- when the examiner is ready to take the child in, introduce the examiner to the child
- bring child 2 from the waiting room to the seated area outside the test room and remind the child of the format of the test.
- when child 1 finishes the speaking test and leaves the room, he/she goes to the waiting room designated for "after" the speaking test
- when the examiner is ready to take child 2 in, introduce the child to the examiner
- repeat the procedure for all children

