

RECOGNITION

The **INL** is a recognised centre for the examinations of Cambridge English Language Assessment. These internationally recognised examinations are offered in more than 2000 centres in over 130 countries. Nearly 2 million candidates worldwide sit these examinations every year.

GENERAL INFORMATION

Please note that we require a minimum of four candidates for a session to take place. If on the deadline for entries this is not the case, candidates are informed that the exam is cancelled and their fees are fully refunded.

Please read the Cambridge English Language Assessment Regulations and the Cambridge English Language Assessment Summary Regulations for Candidates before registering (www.cambridgeenglish.org). Information on preparation resources can be found on www.cambridgeenglish.org and www.insl.lu.

REGISTRATION

Before candidates register, they must ensure that they will be available on the examination dates set by Cambridge English Language Assessment and the **INL**. Please note that the examination dates cannot be changed. Candidates who have not been advised by a teacher which examination/level to enter, should consult the Cambridge English Language Assessment specifications and practice tests (www.cambridgeenglish.org) in order to ascertain which examination/level suits them best.

MANDATORY TEST DAY PHOTOS

All candidates taking Cambridge English: Proficiency, Advanced, First, Preliminary will have their photo taken on the day of the exam. The photo is stored by Cambridge English Language Assessment and is only visible on the secure Results Verification website. This website is used by universities, immigration authorities and other professional organisations to verify a candidate's result. The candidate chooses which of these organizations can see their photo by giving them their ID number and secret number which are on their Confirmation of Entry.

If candidates are under 18, their parent(s) / guardian(s) will need to give consent.

SPECIAL NEEDS

Candidates with a temporary or permanent disability or learning difficulty

Cambridge English Language Assessment provides a comprehensive service for disabled candidates including those with specific learning difficulties, hearing difficulties or visual difficulties (www.cambridgeenglish.org/exams/special-circumstances). If this is your case, please contact the **INL** at least four weeks before the deadline for registration.

PAYMENT DETAILS

Payment is by bank transfer only. Please transfer the exam fee in euro to our local bank account (**IBAN LU57 1111 2993 9957 0000, BIC: CCPLLULL**), stating the following information clearly on the communication line: exam, exam date and the candidate's last name and first name. If candidates use a MEMO date when making the bank transfer, it should not be closer than 10 days to the deadline for entries to make sure we have received the payment by that deadline.

Late entries: We charge 40 € in addition to the exam fee for entries made up to 7 calendar days after the closing date.

SITTING THE EXAM

Candidates must be punctual on the day of the examination and bring with them their ID or passport and Confirmation of Entry.

REFUNDS

Only requests for a refund on medical grounds are accepted. Applications for a 70% refund must be made to the **INL** within two weeks of the examination and accompanied by a doctor's certificate to the effect that the candidate was unable to sit the examination. For full details of the refund policy, please consult www.insl.lu.

RESULTS AND CERTIFICATES

Candidates can access their results using a secure web-based service as soon as they are published (four to six weeks after the exam). To access their results they require the password which is provided on their Confirmation of Entry. Certificates are issued within ten weeks of the exam.

LEGAL DISCLAIMER

The **INL** and Cambridge English Language Assessment take all reasonable steps to provide continuity of service. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The **INL** or Cambridge English Language Assessment's liability will be limited to the refund of the registration fee or re-testing at a later date.

DATA PROTECTION NOTICE

The **INL** regards the lawful and correct treatment of personal information as important to our successful operations and to the maintenance of confidence of those with whom we deal. We will ensure that our staff and those acting on our behalf obtain, use and disclose personal information lawfully and correctly. To this end we fully endorse and adhere to the principles of data protection.