

REGISTRATION FORM

Please fill in this form in **CAPITAL LETTERS** and post it to: **Institut National des Langues Luxembourg**, 21, boulevard de la Foire, L-1528 Luxembourg or mail it to cambridge@inll.lu with the following documents:

- a copy of your ID or passport
- your proof of payment / a copy of the bank transfer

Please note that incomplete applications cannot be processed and candidates risk missing the deadline for registration.

	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Mr																
First name:																				
Last name:																				
Address, Post code, City , Country																				
Date of birth (dd/mm/yyyy):		/		/																
Telephone or mobile number:																				
Email address:																				
School attended at present:																				

Please tick	Exams	Exam date	Speaking test	Deadline for entries	Exam fee
<input type="checkbox"/>	C1 Advanced	18/11/2023	18/11/2023	12/10/2023	150 €
<input type="checkbox"/>	C2 Proficiency	30/11/2023	30/11/2023	26/10/2023	160 €
<input type="checkbox"/>	B2 First	09/12/2023	09/12/2023	06/11/2023	130 €

I wish to be registered for the above examination(s). I am aware of and agree to comply with the regulations for this examination and with the arrangements made by the **Institut national des languesLuxembourg**. I have informed the **INLL** of any special needs I have.

Signature: _____

Date: _____

RECOGNITION

The INLL is a recognised centre for the examinations of Cambridge English Language Assessment.

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. Information on preparation resources can be found on www.cambridgeenglish.org.

REGISTRATION

Before candidates register, they must ensure that they will be available on the examination dates set by Cambridge English Language Assessment and the INLL. 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 in order to ascertain which examination/level suits them best (www.cambridgeenglish.org).

MANDATORY TEST DAY PHOTOS

All candidates taking Cambridge English: C2 Proficiency, C1 Advanced and B2 First 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 INLL 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 LU52 0019 3155 4636 4000, BIC: BCEELULL), 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.

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 INLL 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.

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 INLL 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 INLL 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 INLL 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.