

REGISTRATION**How to register for paper-based and computer-based examinations**

You can register either online or by post. Please follow the instructions below exactly to complete your registration successfully.

Register Online:

- Register easily and quickly through our **online registration service** www.britishcouncil.gr/exam/cambridge.
- Note your **unique reference number** provided by the system once you submit your application.
- Pay the examination fee by direct deposit to the British Council account at **Alpha Bank**. You can do this at any Alpha Bank branch, via an ATM or via web banking through your own bank.

Account number: 1150 0200 2018 908
IBAN: GR05 0140 1150 1150 0200 2018 908

In the ‘**Αιτιολογία**’ field on the deposit slip write **only** your **unique reference number**. Please do not include candidate or school names.

A full list of Alpha Bank branches, including branches operating in the afternoon and ATMs, can be found at www.alpha.gr.

You must deposit your payment at Alpha Bank within three working days of your online registration.

Register by Post:

- Complete the **Application Form** (individual candidates) or **Block Entry Form** (Foreign Language Centres).
- Pay the examination fee by direct deposit to the British Council account at **Alpha Bank**. You can do this at any Alpha Bank branch, via an ATM or via web banking through your own bank. A full list of Alpha Bank branches, including branches operating in the afternoon and ATMs, can be found at www.alpha.gr.

Account number: 1150 0200 2018 908
IBAN: GR05 0140 1150 1150 0200 2018 908

Individual Candidates should quote **the name of the candidate** in the ‘**Αιτιολογία**’ field on the deposit slip.

Preparation Centres (Language Schools/Private Schools) should quote **the name of the school** in the ‘**Αιτιολογία**’ field on the deposit slip.

- Send the completed **Application Form/Block Entry Form** along with the **bank deposit slip** to:

British Council – Examinations Services
17 Kolonaki Square
106 73 Athens

Please note that we cannot accept postal orders, cash sent by post, or payment of fees at our offices.

We are happy to accept registrations for the exams from candidates throughout Greece. We will administer paper-based and/or computer-based exams in the areas shown on our online registration system and on the updated map on our web page (visit www.britishcouncil.gr/en/exam/cambridge/dates-costs-locations).

Please note that if the number of candidates registered for the examination in the town you select does not meet the minimum entry requirements, you can either choose a different town or the British Council will refund the examination fee paid.

TEST DAY PHOTOGRAPHY

Candidates registering for the **Cambridge English Qualifications: C1 Advanced (CAE), C2 Proficiency (CPE)** or the **Business Certificates: B1 Preliminary, B2 Vantage and C1 Higher** examinations will be required to have a **passport style photograph taken on the day of their speaking or written examination**. The aim of this is to further enhance test security in accordance with Cambridge Assessment English regulations.

The photo will be stored on the secure Cambridge Assessment English Results Verification Service website (<https://verifier.cambridgeenglish.org>). Candidates control who can access their results and view their photo by giving their unique Candidate ID number and Candidate Secret Number to universities, employers or other organisations to authorise them to verify their results.

At the time of registration, candidates will be asked to sign the Test Day Photography Consent Form (see page 7). If you are under 18 years of age, please ask your parent or legal guardian to read all information provided and sign the consent form. The consent form is also available on www.britishcouncil.gr/exam/cambridge/register or by post on request.

Test Day Photography is compulsory for all candidates over 18 years of age. We will accept applications for candidates under 18 years of age, whose parent/legal guardian refuses to consent to the Test Day Photography procedure; however please note that **a photo cannot be added to the candidate's result at a later date.**

CHILD PROTECTION

We believe child protection requires everyone to take responsibility and that every child matters. We recognise that the care and welfare of children is paramount and that all children have the right to equal protection from all types of harm or abuse. Our Child Protection Policy engages our organization worldwide, underlying the importance of this commitment. We recognise that we have a fundamental duty of care towards all of the children we engage with, including a duty to protect them from abuse. We achieve this through compliance with UK and Greek child protection laws and relevant laws in each of the countries we operate in, as well as by adherence to the United Nations Convention on the Rights of the Child (UNCRC) 1989. **A child is defined** in the British Council as anyone who **has not reached their 18th birthday** (UNCRC 1989) irrespective of the age of majority in the country where a child is or their home country.

This policy is mandatory for all British Council staff worldwide. This includes anyone who works for the British Council, either in a paid or unpaid, full- or part-time capacity. This includes directly employed staff, trustees, contractors, agency staff, consultants, volunteers, interns and anyone working on behalf of the British Council and ensures that all our exams staff are fully trained in order to offer a 'child safe' environment. It also warrants that all underage candidates will remain under our constant supervision throughout the exam day. At the end of the examination, only parents/legal guardians or the person specified by them are permitted to collect their children from the exam venue. To facilitate this, a consent form will be sent along with the timetables for completion and use before the exams.

Dear parents/guardians/teachers we wish to inform you that:

- **Candidates under 11 years** of age may not leave the exams premises unless collected by a parent/legal guardian or other nominated adult.
 - In case they nominate another person to collect their child, they are kindly asked to provide his/her details on the **Child Collection/Authorisation Form**. This form will be collected by our Child Care Assistant on the day of the examination.
- **Candidates aged between 11 and 17 years** may leave the examination premises unaccompanied provided that they present the **Child Collection/Authorisation Form** to our Child Care Assistant on the day of the examination.

During the scheduled breaks, all candidates will be in a designated area, under the supervision of our staff.

Parents/Legal guardians of candidates who study at a foreign language school should be informed about this process by their school before the exam.

We also follow a 'child safe' recruitment and employment process, which ensures that Child Protection is at the heart of what we do.

EXAMINATION FEES

In the table below, you will find all Cambridge English Qualifications fees for 2020:

Young learners (YLE): Pre-A1 Starters, A1 Movers, A2 Flyers	€61	C2 Proficiency (CPE)	€188
A2 Key for Schools (KETfS)	€82	TKT (Teaching Knowledge Test) per module	€57
B1 Preliminary for Schools (PETfS)	€87	B1 Business Preliminary	€129
B2 First for Schools (FCEfS)	€167	B2 Business Vantage	€193
C1 Advanced (CAE)	€170	C1 Business Higher	€207

In the table below, you will find all Cambridge English Qualifications fees for computer-based exam versions 2020:

CB A2 Key for Schools (CB KETfS)	€82	CB B2 First for Schools (CB FCEfS)	€167
CB B1 Preliminary for Schools (CB PETfS)	€87	CB C1 Advanced (CB CAE)	€170
		CB C2 Proficiency (CB CPE)	€188

SPECIAL ARRANGEMENTS

We believe examinations should be accessible to everyone, regardless of their learning or physical difficulties. A number of provisions are available to ensure that candidates who have special requirements can demonstrate their ability in English.

In co-operation with Cambridge Assessment English, we provide a Special Arrangements Service for candidates with hearing, speech, visual and kinetic difficulties, as well as for candidates with learning difficulties such as dyslexia. We also make special arrangements for candidates who have sustained accident-related injuries, such as a broken arm, prior to the day of the examination.

For details on how to apply for Special Arrangements, please visit the [Accessible Cambridge English](#) page on our website or contact us for more information.

No requests for special arrangements will be considered after the close of registration. Candidates who do not submit the relevant documentation by the deadline will not be entitled to special arrangements.

REFUNDS AND OTHER CHANGES

Refunds

We are able to refund **75% of your examination fee** for medical reasons only. Appropriate medical evidence (from a state hospital, IKA etc.), the candidate's timetable together with proof of payment (copy of payment slip) must be submitted to the British Council Examinations Services, 17 Kolonaki Square, 106 73 Athens, no later than **two weeks** after the date of the written examinations.

The refunded examination fee will be sent by bank transfer. Please supply your bank details together with your application for refund (necessary information: Full name of account holder, name of bank, bank account number and IBAN number). The candidate or the preparation centre that submitted the fee on behalf of the candidate is entitled to the refund. All requests for refunds will be processed after the issue of the examination results. Please allow up to 90 days after the request for refund.

Other changes

- Fees cannot be transferred from one level of examination to another.
- Fees cannot be transferred to subsequent sessions.
- **The date and the venue** (examination centre) of the written and listening parts of the examination cannot be changed.
- Candidates **can request that the date or time of the speaking test be changed.** Contact the British Council to apply for a change. The charge is **€15**. Changes are only possible within the current speaking window.

EXAMINATION INFORMATION

- **Examination dates** are available on our website www.britishcouncil.gr/exam/cambridge/dates-costs-locations.
- **Timetables for computer-based examinations** will be sent to candidates **by email one week before the examinations**.
- **Timetables for paper-based examinations** will be available for download and print on the British Council website www.britishcouncil.gr two weeks before the written examination date. Preparation Centres (Foreign Language Schools/Private Schools) and individual candidates who have provided us with a mobile phone number will be informed by SMS when timetables are available.
- Preparation Centres (Foreign Language Schools/Private Schools) and individual candidates are responsible for downloading and printing timetable(s) as soon as they become available.

Please contact the British Council immediately in case of:

- difficulty in downloading and printing the timetable(s)
- timetable(s) is/are not available on our website www.britishcouncil.gr
- timetable(s) has/have not been received (CB Tests).

at least seven days before the written examinations (for paper-based tests) or **three days** before the examinations for computer-based tests.

On the day of the examination candidates must:

- arrive at the examination venue at least **30 minutes** before the scheduled start of the **written examinations** and **20 minutes** before the scheduled start of the **speaking test**
- bring a valid identity document with a recent photo (e.g. passport, national ID etc.)
- bring their personal examination timetable
- bring a pen, pencil and eraser (in the case of paper-based examinations).

Candidates must not:

- bring any electronic equipment to the examination venue.

BAN ON MOBILE PHONES AND ELECTRONIC DEVICES FROM 2016

Candidates will not be permitted to take their mobile phones or any other electronic devices into the exam room or the Speaking test. Electronic devices include iPods, iPads, e-readers, smart watches, laptops and any other device on which notes can be accessed, data received or transmitted during an exam session. Any candidates found with mobile phones or other electronic devices in their possession in an exam room will be disqualified.

NEW: BAN ON WATCHES

Candidates must not wear wrist watches during the written components and should not bring them inside the exam room. They must take them off and place them in their bags/personal belongings; they may access their wrist watches after the end of the written exams.

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. The British Council is not liable for the loss of any items you may choose to bring with you at the examination venue.

For the **speaking** part of the examination, candidates are examined in pairs (except for Cambridge English Pre-A1 Starters, A1 Movers and A2 Flyers).

If candidates experience any problem during the test, it should be reported to the supervisor/test administrator immediately after the examination (in the case of the listening test all comments should be reported, after the introductory recording) and in writing to the British Council **no later than three days** after the relevant part of the examination.

RESULTS, CERTIFICATES, RESULTS ENQUIRIES

Results for paper-based exams will be released by Cambridge Assessment English four to six weeks after the examination date. The majority of results will be released at the start of the results release window, i.e. four weeks after the exam day, with any remaining results being released in the following two weeks.

The majority of results for computer-based tests will be released two weeks after the test date. Any remaining results will be released during the following week. The final date for the release of results will be three weeks after the test.

Results will be available to all candidates and Preparation Centres **only online**, directly from Cambridge Assessment English.

For most exams, candidates receive a Statement of Results which contains information on their score on the Cambridge English Scale for each of the four skills as well as their overall score, their grade for the overall exam and their CEFR level for the overall exam. Individual paper performance is not given to those candidates with grade X (absent from part of the exam), grade Z (absent from all of the exam) or PENDING (result to follow).

- **Preparation Centres** (Foreign Language Schools/Private Schools) can view their candidates' results at <https://preparationcentres.cambridgeenglish.org>. Preparation Centres who have activated access to the Cambridge Assessment English Preparation Centre Results Online website will receive an email notifying them when the results release begins. **If you cannot access the website, please contact the British Council.**
- **All candidates can view their results and profiles online at www.cambridgeenglish.org/candidates.** Candidates can register on the Cambridge Assessment English Candidate Website to access the Online Results Service any time after the exam using the ID Number and Secret number printed on their timetable. Candidates who have registered successfully will receive an email notifying them when the results release begins. **As login details appear on the timetables, please retain this document until results have been issued.**
- British Council will inform Preparation Centres and Individual candidates that have provided us with a mobile phone number by SMS.
- There will be a relevant announcement on our website www.britishcouncil.gr/exam/cambridge.

Please note that results are not provided over the phone.

Certificates will be sent via courier to:

- all individual candidates, to the address they submit during their registrations
- all Preparation Centres (Foreign Language Schools/Private Schools) candidates, to the address that they have registered with the British Council. Preparation Centres should inform their candidates when the certificates are available for collection.

paper-based examinations

March sessions by the end of June

May/June sessions by the end of September

November/December sessions by the end of March

Computer-based examinations

Approximately two months after the examination date.

If you do not receive your certificate by the above dates, please contact us immediately.

Results Enquiries

If a candidate feels that an error may have occurred during the marking process, there is a rigorous and thorough Result Enquiry Procedure to ensure all elements are checked. This procedure is in two stages:

- A **clerical re-check**, during which Cambridge Assessment English will confirm that the marks on the scripts have been correctly totalled and that the total mark for each component has been correctly recorded in the computer system. **This stage is compulsory.** The fee for a clerical-check for all examinations is **€35**.
- A full **re-mark of all written papers** is carried out by a Principle Examiner. Please note that it **does not apply** to any **Speaking Test** component. The fee for this service varies according to the examinations:
 - B1 Preliminary for Schools: **€100**
 - B2 First for School / C1 Advanced / C2 Proficiency: **€130**

The remarking process is not available to candidates at Cambridge English: A2 Key for Schools level.

All results enquiries should be submitted to the British Council **within 15 days** of the results issue date. Should the enquiry result in a change of grade, the fee paid for the service will be fully reimbursed.

Examination papers are marked by Cambridge Assessment English in UK.

Cambridge Assessment English does not make these accessible to candidates, schools or examination centres.

DISCLAIMER

The British Council and the examining boards take all reasonable steps to provide continuity of service. We believe 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 British Council's liability will be limited to the refund of the registration fee or retesting at a later date.

CANDIDATE PRIVACY NOTICE

The present privacy notice is intended to inform you, the candidate or the parents/guardian of the candidate under 18, about the processing of personal data, on behalf of the British Council and the examination boards or examining bodies within the context of the administration of either paper-based or computer-based exams in Greece and in agreement with the provisions of the General Data Protection Regulation (EU 2016/679) (G.D.P.R.) and the valid Greek legislation.

Data protection information

- Please tick if **you wish** to receive promotional information about British Council products, services or cultural activities by email.
- Please tick if **you agree** to us processing of your health data, in case you need us to make special arrangements relating to your exams; you have the right to withdraw your consent at any time.

Categories of Personal Data to be processed

The processing (collection, use and storage) of personal data includes all data regarding the candidates and in the case of candidates under 18, their parent's/guardian's data upon the submission of their registration form, and more specifically the following categories:

- a) identity data: first name, father's name, family name, date of birth, gender
- b) contact data including home/work postal address, email address, phone and mobile number
- c) health data if special arrangements are requested
- d) passport style photograph taken on the exam day for specific exams as required per examination boards regulations, on the condition that the parents/guardians have given their written consent on the Test Day Photography Consent Form.

We process your data for the following purposes:

For the **administration** of your examination, which includes: a) registration, b) fees payment, c) verification of the candidate's identity, d) report, investigation and appropriate action taken in relation to malpractice and other issues in relation to the examinations, e) running the administrative systems used to support the delivery of the examinations, f) provision to the examination boards and examining bodies of candidate's special arrangements requests, g) submission to the examination boards and examining bodies of passport style photographs, for verification purposes, if applicable, h) access to the British Council online portal(s) to receive exam related information, i) communications with the candidate (or their parents if the candidate is under 18) for examination related matters.

To take into account **health data** that will allow us to make special arrangements, if requested.

To gather **customer feedback** about contracted services; to send electronic **marketing communications** about British Council products, services and activities based on your consent. We shall keep data for these purposes while the data subject does not exercise their wish to object to such processing or requests to be unsubscribed from receiving promotional communications.

What is the legitimate basis for our processing of your data?

The examination administration is legitimised by the performance of a test contract for the provision of services in combination with Law 2251/1994 for the Consumers Protection as in force and codified by the Ministerial Decision No 5338/2018. Not providing any of the requested personal data affects the timely delivery of the services with the required accuracy and efficiency. Processing health or other special category personal data is legitimised by the specified, explicit and legitimate consent of the candidate, or their parent if the candidate is under 18. Communications to the client related with the examination are legitimised by the performance of a contract for the provision of services. Our clients include: adult candidates; parent/guardian of candidates under 18; schools. Customer feedback and marketing communications on similar products and services are legitimised by the performance of a contract and the exemption allowed in article 11 of Law 3471/2006, as currently in force.

Recipients of your personal data

British Council and examination boards or examining bodies and other affiliated businesses and organisations which are owned by them, for purposes exclusively related to the proper administration of the examinations;

Third parties that represent us (such as venue staff, examiners, invigilators, supervisors) with written contracts as Data Processors subject to the requirements of confidentiality, and only to the extent required for them to perform their specific duties and fulfil the above-mentioned purposes of processing;

Third parties providing services on our behalf related to administrative processes (admissions, registration and information management systems, financial management) with written contracts as Data Processors, subject to the requirements of confidentiality, and only to the extent required for them to perform their specific duties and fulfil the above-mentioned purposes of processing.

International transfers

Service provider for electronic marketing communications: [Campaign Monitor](#), with signed EU Commission's Model Clauses.

Retention period for personal data

The personal data submitted by the candidates or parents/guardians of candidates under 18 will be stored for two (2) years following the end of the examination, and, if deemed necessary, for as long as required in order to potentially resolve any judicial and/or extra-judicial disputes, including mediation, always on the condition that there is no otherwise provided by law.

Your rights over our processing of your personal data:

You have the right to access your personal data; to request the rectification of inaccurate data or, if appropriate, to request their erasure when the data are no longer necessary for the purposes for which they were collected. In certain circumstances, you may request the restriction of processing or object to the processing of your data. In these cases, we shall only keep them to defend any claims. You are also entitled to withdrawing your consent at any time for any of the purposes for which you were asked to provide your consent, taking into account that this shall not affect the legitimization of the processing that was based on your consent, prior to your withdrawal. You can exercise your rights by contacting us at BCDataProtection@britishcouncil.gr. We have thirty days to address and answer your request, from the date your request is received. Furthermore, you are entitled to file a complaint before the Hellenic Data Protection Authority (www.dpa.gr).

Test Day Photography Consent Form

Data Protection Notice

Candidates registering for the **Cambridge English Qualifications: C1 Advanced (CAE), C2 Proficiency (CPE) or Business Certificates: B1 Preliminary, B2 Vantage, C1 Higher** examinations will be required to have a **passport style photograph taken on the day of their speaking or written examination** as mentioned in the Candidate Privacy Notice. This will be done by members of the British Council test day staff. The aim of this is to further enhance test security in accordance with Cambridge Assessment English examinations regulations.

The photo will be stored on the secure **Cambridge Assessment English** Results Verification Service website. You can control who can access your results and view your photo by giving their unique Candidate ID number and Candidate Secret Number to universities, employers or other organisations to authorise them to verify your results.

At the time of registration, you will be asked to sign the Test Day Photography Consent Form. If you are under 18 years of age, please ask your parent or legal guardian to read all information provided and sign the consent form.

Test Day Photography is compulsory for all candidates over 18 years of age. We will accept applications for candidates under 18 years of age whose parent/legal guardian refuses to consent to the Test Day Photography procedure; however please note that **a photo cannot be added to the candidate's result at a later date.**

Your rights

Pursuant to the General Data Protection Regulation (GDPR) you have the right to access your personal data; to request the rectification of inaccurate data or, if appropriate, to request their erasure when the data are no longer necessary for the purposes for which they were collected. In certain circumstances, you may request the restriction of processing or object to the processing of your data. In these cases, we shall only keep them to defend any claims. You are also entitled to withdrawing your consent at any time taking into account that this shall not affect the legitimation of the processing that was based on your consent, prior to your withdrawal. You can exercise your rights by contacting us at BCDataProtection@britishcouncil.gr. We have thirty days to address and answer your request, from the date your request is received. Furthermore, you are entitled to file a complaint before the Hellenic Data Protection Authority (www.dpa.gr).

Consent – For candidates of 18 or over 18 years of age

I have read, understood and accept the above as well as the terms and conditions for this examination and Cambridge Assessment English examinations regulations and I consent to the British Council taking my photograph only for the above purposes according to GDPR (EU) 2016/679 and for this photo to be stored on the secure Cambridge Assessment English Results Verification site, and the photo shall only be available to organisations/individuals that I give my details to or that I authorise to view my result via a download.

Full Name of Candidate:				
Father's Name:				
Candidate's Signature:				
Examination	<input type="checkbox"/> C1 Advanced	<input type="checkbox"/> C2 Proficiency	<input type="checkbox"/> B1 Preliminary	
			<input type="checkbox"/> B2 Vantage	
			<input type="checkbox"/> C1 Higher	

Consent – For candidates under 18 years of age

If you are under 18 years of age, please ask your parent/legal guardian to read all information provided and sign the consent form.

I declare that I exercise the parental care of the candidate named on this form and I have read, understood and accept the above as well as the terms and conditions for this examination and Cambridge Assessment English examinations regulations and I consent to the British Council taking the photograph of my child only for the above purposes according to GDPR (EU) 2016/679 and for this photo to be stored on the secure Cambridge Assessment English Results Verification site and the photo shall only be available to organisations/individuals that I give the details of my child to or that I authorise to view the result of my child via a download.

Full Name of Candidate:				
Full Name of Parent/Guardian:				
Signature:				
Examination	<input type="checkbox"/> C1 Advanced	<input type="checkbox"/> C2 Proficiency	<input type="checkbox"/> B1 Preliminary	
			<input type="checkbox"/> B2 Vantage	
			<input type="checkbox"/> C1 Higher	

Retention date

Please note that this photo consent form will be deleted two years after the date of this examination.

Please return this form by post to: Examinations Services, British Council, 17 Kolonaki Square, 106 73 Athens, Greece, **or email to:** examination.services@britishcouncil.gr

Please note that candidates over 18 years of age will not be eligible to take part in the C1 Advanced, C2 Proficiency or B1 Preliminary, B2 Vantage, C1 Higher examinations if they do not submit the consent form by the end of the relevant registration period.