CAMBRIDGE English
Authorised Exam Centre

agi

Conditions of Participation in Cambridge Exams at the anglo-german institute

Exam Registration

Registration takes place using our online registration form and is binding. All due fees must be received in full by agi by the exam closing date at the latest. In the case of a late registration, the exam fee must be paid immediately. The examination fees can either be transferred to

Landesbank Baden-Württemberg, IBAN: DE76 6005 0101 0001 1605 54,

stating the invoice number, or we can collect the fees by direct debit. At registration, please indicate the desired payment method and/or your bank details, where appropriate.

Late Registrations

Late registrations can be considered in exceptional cases for an additional fee of **€ 60,–**

Withdrawal

Withdrawal from an exam must always be made in writing. The date of receipt, that the withdrawal notification is obtained by the receiver is decisive for compliance with the closing date. If you withdraw from an exam before the closing date, the exam fee will be reimbursed less a processing fee of **€ 50,–**

If you withdraw after the closing date, no refund is possible. The exam fee cannot be transferred to a later date or another exam.

In the event of illness, only a portion of the examination fee can be reimbursed. If a doctor's certificate is submitted up to working 5 days after the written examination, 50% of the examination fee will be reimbursed.

In order for any exam to take place, at least four exam registrations must be received. The anglo-german institute reserves the right to cancel an exam sitting if the minimum requirements are not met.

Confirmation of Registration

As a general rule, you will receive your Confirmation of Entry document with precise information on the date, place and time of your exam shortly after the closing date by email. This should be brought with you on the day of the examination.

Exam Day

On the day of the exam, candidates must show a valid photo ID for every exam section. Failure to produce a valid ID card/passport may result in not being permitted to take the exam.

Insurance

The examination fees do not cover any health or other insurance of the exam candidate. It is understood that the exam candidate is responsible for their own insurance. The anglo-german institute does not assume any responsibility beyond the existing liability insurance.

Special provisions

Personal watches (digital and analogue), mobile phones and other electronic devices are not allowed in the exam room. If one or more of the above mentioned devices are brought to the exam, the anglo-german institute is obliged to collect these before the exam and safely store them in another room until the end of the exam. No liability is assumed for the items.

Supervision of minors

The anglo-german institute is not responsible for the supervision of minors. It is not a school event and the exam candidates are not insured by the anglo-german institute. The responsibility for the supervision of minors during the journey to and from the examination venue and at the examination venue remains with the parent or guardian.

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Your Exam Results

The online results for **computer-based exams** are available approx. 2 weeks after the written exam date. As soon as we receive the certificates (approx. 4 weeks after the written exam date), you will be notified by email.

The online results for **paper-based exams** are available approx. 6-9 weeks after the written exam date. As soon as we receive the certificates (approx. 9 weeks after the written exam date), you will be notified by email.

The certificates can then be picked up from us or sent to you for a fee. Any certificates that remain unclaimed after one year will be destroyed.

Results can be viewed with your individual access code on the Confirmation of Entry document at: https://candidates.cambridgeenglish.org/Members/Login.aspx?M=None.

The University of Cambridge does not provide any individual information on results and access to examination papers is not permitted. In exceptional cases, a review of the results can be requested from the anglo-german institute for a fee.

Place of Jurisdiction

The exclusive place of jurisdiction for disputes arising from or in connection with this contract is Stuttgart.

anglo-german institute
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