

# CCE

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## **CZECH LANGUAGE CERTIFICATE EXAM**

### **GUIDELINES FOR CANDIDATES**



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[www.ujop.cuni.cz/cce](http://www.ujop.cuni.cz/cce)

2020

Read this information carefully. It is intended to help you prepare for the CCE exam. If there is anything you do not understand, you may take advantage of the contacts listed below or ask personnel at registration.

## WHAT YOU MUST DO

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- fill in the **on-line application at least 3 weeks prior** to the exam date
- submit **payment** for the exam **no later than 7 days after registration** and **bring your payment receipt** with you to registration
- arrive at **registration** no later than **30 minutes prior to the start** of the exam
- provide a valid **internationally recognised form of identification** (e.g. **passport**) or a valid photo identification card recognised in the Czech Republic (e.g. ID card)
- check upon registration that all **personal details** (your name, surname, date of birth, address for the delivery of the certificate) are **correct**
- take your seat in the exam room at your **assigned seat** and place on your table your proof of identity provided at registration
- use a **pencil, which you will receive** during the exam; you may use an eraser
- **switch off your mobile phone**
- immediately inform the administrator if your **test material** is unreadable, incomplete, or if you think that you have received incorrect material
- **copy** your answers **onto the answer sheet**: only the answers on the answer sheet will be marked and answers marked in the question booklet will not be marked
- **stop writing** at the end of the time limit and **lay down the pencil** as instructed by the administrator
- **return** all **test materials** to the administrator (e.g. test booklet), answer sheets, papers with notes (scratch paper)

## WHAT YOU MUST NOT DO

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- have **another person** sit the exam for you
- **cheat** in the exam, for example, copying, talking to another candidate
- have other things on the table during the test things apart from the standardized pencil, eraser, and sharpener
- **wear a watch or have one on your desk during the test**
- use any **impermissible helpful materials** (dictionaries, grammar notes, textbooks, prepared written notes, etc.)
- use any **technical devices** (mobile phone, translator, computers, etc.)
- use your **own scratch paper**
- **leave the test room** during the test (before you finish it)
- **disturb** other candidates
- **write** on the answer sheet **after the time limit** has elapsed
- **copy** or remove **test materials**

- **ask the method needed to solve** a task or anything pertaining to solving it or for **translation** of any instructions

**We warn you that if you break any of the rules you will be dismissed and your exam will not be marked.**

## WHAT YOU ARE ALLOWED TO DO

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- take **refreshment** with you
- **ask the administrator, by raising your hand**, if you any problems during the examination
- **write notes** on scratch paper provided to you by the administrator
- **return** test materials **before the time limit elapses**. In this case you must quietly leave the examination room. You may return during the break, no later than the start of the following subtest
- **appeal against test procedures, immediately, on the same day** to the administrator/examiner, if you feel that any conditions are not in accordance with the Examination Regulations.

Please note that the speaking exam is recorded for administration purposes

## EXAM RESULTS

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Exam results are not sent by telephone or e-mail. Candidates may **view** their **scores 30 days after the exam date** on the webpage <http://ujop.cuni.cz/cce/vysledky>.

Certificates for successful candidates are sent within 7 weeks. **It is not possible to ask to receive your results earlier and/or for earlier issuing of the certificate.**

For proper delivery of your documents, please ensure the information provided at registration is correct, including name and full address. If you do not receive the certificate within 7 weeks, please contact our administrative office. Please note that if you notify our office after 9 weeks, there will be a 150 CZK fee for reissue.

## CONTACTS

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### **Administrative office:**

E-mail: [vtc@ujop.cuni.cz](mailto:vtc@ujop.cuni.cz)

Tel.: +420 224 990 451

### **Contact address of the administrative office:**

Univerzita Karlova

Ústav jazykové a odborné přípravy

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