



**ADMINISTRATIVE INFORMATION 2021**  
**ONLINE EXAMS FROM HOME/ CENTRE**

**REGISTRATION DATES / EXAM DATES**

Registration dates 2021	Exam dates 2021
Every month. Up to four weeks before the exam date.	Every month. See available Exam Dates document.

**Items to consider:**

- a. **Registrations** can be made in the following way:
  - Sending the Entry Form to us by email: [info@angliaexams.com](mailto:info@angliaexams.com) / [examinations@angliaexams.com](mailto:examinations@angliaexams.com).
  - **Personal information for registrations:** it is very important to have the required information to register candidates. All fields are mandatory:

Name(s)  
Surname(s)  
Date of birth  
Written exam level  
Speaking exam level  
Candidate email address

If the information is not complete the registration will not be valid.



Before registering candidates, please bear in mind that ***all candidates registered to our system will be charged for***, regardless of whether they later complete their exam or not.

- b. *Special conditions:*** should any candidate have special needs, either physical or psychological, they should be informed well in advance of the exam and accompanied by a medical certificate.

If any medical issue cannot be foreseen, the candidate will have to submit a medical certificate within 48 hours of the exam date by email, so that the exam fee can be kept for the following session, where the candidate will only have to pay any difference in price there might be; otherwise, the exam fee will not be transferred.

- c. *Payment methods:***

- Exam fees are shown in US Dollars.
- Once a candidate's fee is paid, it cannot be transferred to another candidate and is non-refundable.
- Payment can be made into the following account:

**BARCLAYS BANK**

**IBAN: GB89 BARC 2020 6570 2609 67**

**SWIFTBIC: BARCGB22**

Once payment has been made, **and within the following 24 hours**, the transaction slip must be sent to us via email.

- d. *Exam results:*** they will be sent to all Members as of 2 weeks after the exam date.
- e. *Digital Certificates delivery:*** they will be sent via email, soon after candidate information received in results is confirmed. Should there be any mistakes in registration information received, they will be reflected on results and E-certificates.

Re-issuing of E-certificates due to incorrect names/DOBs will incur an additional fee of **USD20.00**, if requested after the date indicated when results are sent.

**What you need before the exam:**

1. A computer that satisfies all system requirements for our online exam.
2. Set up in a quiet room.
3. It is extremely important to have a strong, stable internet connection.
4. Speakers or headphones with excellent sound quality.
5. Familiarise yourself with the online exam & platform.
6. Make sure you install extensions/apps needed and check they work correctly. See instructions for further information.
7. It is mandatory to have and show your **ID** as requested during the exam.
8. If you are doing an online exam from home, the system will require that you show the room you are in through the webcam.
9. If you are doing an online exam from an Official Exam Centre, all rooms will have to be free of materials that might help candidates with their exams (posters/visual aids).
10. Speaking interviews cannot be observed by teachers, nor will they receive feedback on candidates' performance.
11. Exam times cannot be changed without approval from the administrative department of the **Anglia Examinations** Central Exams Office.
12. Remember that all **Elementary to Masters, Business English & C.I.T.E.** exams will receive preparation material for the speaking interview, about ten days before the exam date. Should candidates not have prepared this material for the interview, their scores will be affected.

CA-RegistrationDates2020/2021\_online

