



# CIELT

## APPLICATION FORM

Please securely attach a recent passport-sized photograph here.  
(Note: the photograph must not be more than 6 months old)

Please complete the form in the **BLOCK CAPITALS**

1 Preferred date of test  Second Choice

2 Title

3 Surname (Last) Name

4 Given (First) Name

*These names must be the same as the names on your passport/National Identity Card and must appear in same order*

5 Address   
  
 Post Code

*Please note you will only be sent one copy of your results. Please ensure the correct mailing address is given, since your results will be sent to this address.*

6 Telephone/Mobile number

7 email

8 Date of birth  9 Gender   *Circle as appropriate*

10 Identity Passport  ID Card  ID Card/Passport No.

11 Country of origin

12 First Language

13 Occupation

14 What level of education have you completed? *(tick one box only)*  
 secondary up to 16 years secondary  16–19 years  degree or equivalent  post-graduate

15 How many years have you been studying English? *(tick one box only)*  
 1 (less than)  2  3  4  5  6  7  8  9 (or more)

### FOR COEX USE ONLY

Result Normal  Fast Track  Same Day  Special Arrangement

Test Date  ID Checked  Registration Number

First Attempt  Second Attempt  Additional Information



# Terms and Conditions

The following terms and conditions are not exhaustive but contain essential information for Certificate In English Language Test<sup>®</sup> (CIELT<sup>®</sup>) candidates.

College of Excellence (COEX) will only accept fully completed Registration Forms. A registration form must include two recent passport size photographs and a proof of valid ID (Passport or UK driving License). A test date will only be issued once the registration process is complete.

Candidates affirm that the information provided in the Registration Form is accurate and legitimate and that the information provided relates to the individual sitting the test. Where this is found not to be the case legal action may ensue.

All work produced by the candidate as part of the CIELT testing process shall remain the property of COEX and will not be shared or discussed either with third party organisations or with candidates.

CIELT is based on the Common European Framework of Reference (CEFR) for languages. CIELT assessment criteria have been adapted from CEFR and are consistent with industry standards. Assessment criteria are applied impartially and professionally and where necessary are verified by a second examiner.

COEX may photograph the exam centre/venue on the test day for candidate identification purposes and for marketing purposes.

The CIELT test fee shall NOT be refunded under any circumstances in cases of the candidate postponing or cancelling the test. Serious medical conditions can be taken into consideration for a shift of test date where corresponding proof is provided within a reasonable time. In all cases final decisions will be made by the Principal on a case by case basis. A doctor's certificate or statement should give the medical reasons why the candidate had to withdraw from the examination and must confirm that the candidate was unable to sit in the examination.

COEX maintains the highest service standards and values its reputation and as such the security and integrity of the CIELT is a priority and should not be compromised.

Candidates must not access their belongings during the test. All mobile phones and other electronic devices must be switched off during the test.

Candidates who do not follow test regulations and procedures will be failed. The following malpractices will also result in a candidate failing CIELT:

- ? Copying and plagiarism i.e. submitting someone else's work as your own.
- ? Disorderly or disruptive conduct, such as disturbing other candidates during the test.
- ? Unwilling or unable to work independently as expected in an exam environment.
- ? Removing or attempting to remove test materials from the test centre.

Any inappropriate conduct may lead to other actions as well. In cases of violations of rules and regulations, COEX will not release test scores/certificates, and test fees will NOT be refunded. Said candidates may be barred from taking the CIELT test in the future, and details of any alleged malpractice(s) shall be released to the appropriate authorities. CIELT test administration will also report such activities to its affiliates.

CIELT test results will be posted to candidates within 7 working days. COEX offers Fast Track and Express (same day) result services contingent on mode of payment and payments having cleared.

All data will be treated in accordance with the Data Protection Act (guidelines can be accessed from [www.ico.gov.uk](http://www.ico.gov.uk) ). Personal information may be used for statistical and research purposes, to help in the development of the CIELT test, and for training purposes.