CZECH LANGUAGE
CERTIFICATE EXAM

GUIDELINES FOR CANDIDATES
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**

- 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 the 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, 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 received incorrect material
- copy your answers to the answer sheet, only the answers in the answer sheet are marked; answers marked in the question booklet are not 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**

- have another person sit the exam for you
- cheat on the exam, for example, copying, talking to another candidate
- have on the table during the test things other than standardized pencil, eraser and sharpener
- use any impermissible helpful materials (dictionaries, grammar, 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 to the answer sheet after the time limit has elapsed
- neither 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 scored.

**WHAT YOU ARE ALLOWED**

- 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 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 taped for administering needs.

**EXAM RESULTS**

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](http://ujop.cuni.cz/cce/vysledky).

Certificates for successful candidates are sent within 7 weeks. **It is not possible to ask for receiving 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**

**Administrative office:**
E-mail: vtc@ujop.cuni.cz
Tel.: +420 224 990 451

**Contact address of the administrative office:**
Univerzita Karlova
Ústav jazykové a odborné přípravy
Výzkumné a testovací centrum
Vratislavova 29/10
128 00 Praha 2