



**Exams  
Catalunya**  
Cambridge English Qualifications



**Exams  
Madrid**  
Cambridge English Qualifications



**Exams  
Balears**  
Cambridge English Qualifications



Cambridge English Authorised Platinum Exam Centres  
ES439 Catalunya, ES459 Madrid, ES449 Balears & AD439 Andorra

## CONDITIONS OF ENROLMENT FOR CAMBRIDGE ENGLISH LINGUASKILL

### Payment of exam registration fees

Registration fees may be paid by bank transfer, cash or by credit/debit card through our online payment facility at **exams-catalunya.com** or **exams-madrid.com**. Our bank details for transfers are:

**Banco Santander**  
**0049 4754 89 2516056032**

**Banc Sabadell**  
**0081 0053 54 0001180228**

If you choose to pay by bank transfer please state clearly the candidate's **name and surname/s** as well as the level and date of the exam that he/she will take. It is essential that you send us the payment receipt by email so that we may trace your payment with the bank. Your place on the exam **will not be confirmed** until we receive a payment receipt for the exam fees.

After we receive the test registration form a confirmation of receipt will be sent to the candidate. Once the exam fees have been settled the candidate will receive confirmation that he/she is registered to take the exam.

Registration and payment for exams may also be made at our offices during opening hours. If candidates choose this option payment should be made on registering. Payment may be made in cash, by bank transfer or credit/debit card.

The candidate may register directly or send someone to register in his/her name.

**IMPORTANT:** if you do not hear from us within 3 working days of submitting your test registration please ring us on tel.: 934 111 333 (Barcelona) or 911 041 761 (Madrid).

Our exam centre address is:

**Exams Catalunya-Exams Balears**  
C/ Freixa, 5-9  
08021 Barcelona  
Tel. 934 111 333

**Exams Madrid**  
Calle de Asura, 40 2ª planta  
28043 Madrid  
Tel. 911 041 761

Opening hours: Monday to Friday 9 h to 17 h.

### Information, exam session dates and fees

There is an up-to-date exam calendar on our websites **exams-catalunya.com** and **exams-madrid.com** where you can view exam dates, entry deadlines and fees for the Cambridge English examinations.

### Illness or serious family incidence

If a candidate is unable to sit an exam due to **medical reasons or serious family circumstances**, they can apply for a refund of the test fee by providing a medical certificate or relevant documentation. The deadlines for submitting supporting documents is up to 5 days after the test date.

In these cases, the full fee will be refunded, **minus an administration fee**. No other reasons for cancellation will be accepted and therefore no refund will be issued.

# Summary Regulations for Candidates

Linguaskill ▶ Last updated September 2024

This document and the Notice to Candidates contain important information about your Cambridge English Linguaskill test. The full regulations are in the Linguaskill Terms and Conditions (available from [cambridgeenglish.org/help](https://cambridgeenglish.org/help), [exams-catalunya.com](https://exams-catalunya.com) and [exams-madrid.com](https://exams-madrid.com))

## 1. Registering for the Linguaskill test:

- Your agreement is with the Linguaskill test centre, and you pay your exam fees to them.  
Your Centre is required to put in place any access/special arrangements you are entitled to for your exams. Tell your Centre as soon as possible if you need access arrangements so that they can put them in place for you.

## 2. Photo ID:

The candidate must provide their passport/ID number to the centre at the time of registration and bring the same ID to the Linguaskill test. Digital/electronic ID is not accepted.

For Linguaskill tests the candidate identity document number will be displayed on the Certificate and added to the Results Verification Service website.

Bring an acceptable photo ID on the exam day or you may not be allowed to take the exam, or you may not receive a result.

## 3. Electronic items:

Candidates must not keep watches or any electronic items, such as mobile phones, recording devices, audio/video players, smart watches, etc. in the test room during the test. Any candidate who breaches these conditions will not receive a Linguaskill test result or be eligible for a refund.

Do not keep any electronic items in the exam room during the exam. You may be electronically scanned for devices on entry.

## 4. Test day photo:

On the day of the test candidates are required to have a photo(s) taken. This is a mandatory requirement and is one of the methods for checking identity. By registering for the Linguaskill test, a candidate, or their parent/guardian, acknowledges that a digital photo is required. If the candidate does not have a test day photo taken, they will not be able to start the test.

## 5. Taking the Linguaskill test

- Arrive at the test centre/venue before the scheduled test start time. If you arrive late, you may not be allowed to take the test and you may not be eligible for a refund.

The use of offensive, such as rude or racist, language in Linguaskill test responses will not be accepted and a Linguaskill test will not be marked, or a result given. The decision by Cambridge English on this is final.

Some key rules and regulations on what candidates can and cannot do during the Linguaskill test are provided in the Notice to Candidates. Candidates will be provided with a link to the Notice to Candidates via their email confirmation.

- If you do not feel well on the exam day or think that your work may be affected for other reasons, tell the venue staff immediately. If appropriate, your Centre will report this to us for consideration.
- If you cannot attend the exam, inform your Centre as soon as possible. You may receive a full/partial refund or be able to register for another exam date. Your Centre may ask you for supporting evidence such as a medical statement.

## 6. Suspected malpractice and cheating

Anyone not following Cambridge English regulations and instructions, or not following the Centre's instructions, or whose behaviour is disruptive, may be stopped from taking the test or may be subject to Cambridge English Malpractice procedures. Cambridge English values the integrity and reliability of the Linguaskill test and has strategies, such as statistical analysis, that counter attempts at cheating and other forms of malpractice. The investigation of suspected malpractice cases may delay results.

## 7. Results

- Cambridge English aims to issue a candidate result via the Cambridge English Test Portal (Metrica) within 3-5 days of taking the Linguaskill test, unless you have been informed otherwise by your test centre.
- If a candidate believes that Cambridge English has awarded an incorrect result for their Speaking or Writing test, they can request an Enquiry on Results. Enquiries on Results are not available for Listening and Reading tests due to their adaptive nature. Linguaskill Centres can advise on the procedure, date by which requests for Enquiries on Results should be made and the fee for this service.
- Test results are available via the Cambridge English Test Portal, Metrica indefinitely. Candidates should check with the appropriate Recognising Organisation for how long they accept results.

## 8. Intellectual property

Cambridge English owns all rights, licences and intellectual property of the Linguaskill product (the "Owner"). You cannot use, copy, or distribute Linguaskill or its results except for test purposes. All test and sound material and all technical infrastructure relating to the Linguaskill test are the property of Cambridge English (unless we notify you otherwise)

## 9. Complaints

If you have any concerns relating to the delivery of the test, you can raise a complaint with your Centre. Any complaints forwarded to Cambridge English will be handled in line with the Complaints Policy available on [cambridgeenglish.org/help/complaints](https://cambridgeenglish.org/help/complaints).

## 10. Privacy and personal data

If you register for or take a Cambridge English exam, all Personal Data will be processed in accordance with Cambridge's Candidate Privacy Notice available on [cambridge.org/legal/candidate-privacy-notice](https://cambridge.org/legal/candidate-privacy-notice)



## Notice to Candidates

**Please read these important rules and regulations carefully. If there is anything you do not understand you should ask your centre invigilator.**

- During the test you will be monitored by a centre invigilator with the support of Artificial Intelligence (AI) invigilation. The test will be recorded.
- Using the computer's webcam, the AI invigilation service will take your test day photo.
- You need to remain within the camera frame during the test. The AI invigilation service will monitor for any suspicious behaviour, use of additional devices or unauthorised items.

**WARNING: If you do not follow the rules and regulations, or if Cambridge has evidence of cheating, which may include evidence found in the post-test checks, you will not receive a result.**

### ✓ DO ...

**Arrive well before the scheduled start time.**

**Bring the same photo ID that you registered with for the test** (passport or government-issued identity card) **which is original, valid and in date.**

**Have on your desk only** what is allowed for the test (login details, pens, pencils, water bottle & ID).

**Listen to the centre invigilator** and follow their instructions.

**Read and follow** all instructions carefully.

**Put up your hand if:**

- your personal details displayed on the screen in the Cambridge English Test Portal (Metrica) are wrong
- your headphones/microphone are not working
- you think you have the wrong test, or the questions are incomplete, missing or badly presented
- you are not sure what to do (no explanation of the test questions can be asked for or given).

**Tell the centre invigilator** if you do not feel well.

### ✗ DO NOT ...

**Keep watches or any electronic items** (for example, mobile phones, and cameras) in the test room or access these items during any breaks.

**Have with you at your desk** any items which are not allowed.

**Cheat, copy, help another candidate, or give** anything to or take anything from another candidate during the test.

**Talk to, try to communicate with, or disturb** other candidates during the test.

**Use** offensive language.

**Attempt to** move away from the test window or use any other electronic devices or access unauthorised material/websites.

**Smoke, vape, eat, or drink** (except water) in the test room.

**Leave your seat** until you are allowed to.

**Leave the test room** for any reason without the permission of the supervisor.

**Take any rough paper** out of the test room.

**Make any noise** in or near the test room.

**THIS NOTICE MUST BE PROVIDED TO CANDIDATES BEFORE A LINGUASKILL TEST AND DISPLAYED OUTSIDE THE TEST ROOM.**

# IMPORTANT

**Don't cheat in your exam - you  
will not get a result or a certificate**



**NO TALKING**



**NO TABLETS**



**NO COPYING**



**NO CAMERAS**



**NO PHONES**



**NO ELECTRONICS**