

Code of Examinations

31 May 2011

1. **By signing the Registration Form, candidate confirms that he/she has registered for LCCI's EFB examination with authentic personal data, has paid the examination fee and agrees to the Code of Examinations. Candidate agrees that his/her personal data may be transferred to NYAK (Language Accreditation Centre) in full compliance with Data Protection Law No. LVIII of 1997. Anyone over 14 years of age in the year of registration, whose mother tongue is not English, may sit the examination.**
2. Rules for receiving a Hungarian Accredited Language Examinations Certificate are set by the Language Accreditation Board, Language Accreditation Centre and relevant government decrees. Further information: www.nyak.hu. LCCI's English for Business examinations have received state accreditation in Hungary. (AKXXV/1/2004)
3. **Both LCCI's Hungarian Examination Centre and individual Examination Sites do everything possible in order that examinations may be conducted according to strict regulations, in a disturbance-free environment and assuring equal opportunities for all Candidates.**
4. Disabled candidates - to provide equal opportunities - may receive certain allowances when sitting the exam. Medical evidence as proof of disability must be given at the time of registration for the exam. Candidates with weak eyesight may receive a script with enlarged letters. Candidates with dyslexia, disgrafia and other co-ordinating disability may receive an extra one third of the set time for the Writing/Reading Test and preparation for the Speaking Test. Candidates with hearing disability may be allowed to listen to the recording of the Listening Test twice. Permission for such allowance is given by LCCI Hungary. However it is not the competency of the Examination Centre to provide exemption from sitting any parts of the examination.
5. **Before the examination starts, Candidates are asked to prove their identity by providing an ID with photograph. Those failing to comply are excluded from starting the examination. Those misusing a person's identity will be excluded from all parts of the examination without further recourse. The Examination Centre holds the right to undertake site-visits without appointment. Such visits may include checking Candidates' identity again.**
6. Candidates are required to arrive not later than 20 minutes before the start of the Listening Test and the Writing/Reading Test. Those arriving late are not allowed to enter the Listening Test. In the case of a valid reason, Candidate may start the Writing/Reading Test within 30 minutes after the commencement of the Exam; however such Candidates' time may not be extended at the end.
7. **Writing/Reading Test must be written using blue or black pens. It is permitted to use a printed General Single Language or Bilingual Dictionary at the Written Examination. The use of electronic dictionaries is not allowed. It is prohibited to put notes or prompts in the dictionary. Exam Papers cannot be taken out of the Examination Room. It is prohibited to have mobile phones switched on, to smoke or drink alcohol during the Examination. Candidates may eat or drink, but only noiselessly. Breaking these rules may result in suspension from all parts of the examination.**
8. No written assistance is permitted in the Oral Exam (Speaking Test and Listening Test). Making notes is not allowed at the Speaking Test. After selecting a question there is a 5 minutes preparation time before the Test. For the Listening Test it is necessary to use pencil since the Answer Sheets are corrected by graphite-sensor scanners.

9. **The script of any candidate who is found to have used unfair means, communicated with other candidates or caused disturbance in the examination will be cancelled without further recourse and such candidate will be excluded from all parts of the examination.** LCCI UK holds the right to cancel scripts of all Candidates proved to have collaborated during the examination.
10. **Evaluation takes place in the UK. Results are announced within 30 days from the date of the Examination. Results may be named as Pass with Distinction (75%), Pass with Credit (60%), Pass (50%) or Fail. Hungarian Certificates may be obtained with minimum results of Pass with Credit (60%) and Candidate must achieve a minimum 40% in each skill. The Oral Exam and the Writing/Reading Test may be taken separately. Part of the Exam (for instance Listening Test) is not allowed to be deferred. LCCI UK issues International Certificates. These may be called "Complex", "Reading and Writing" or "Oral" Certificates.**
11. **Hungarian Certificate is issued within 60 days after the Exam. Certificates with wrong data can be corrected by sending back the Certificate to LCCI Hungary and asking for correction. It can only be done within 12 months from the date of the Certificate. Personal data is entered based on the registration form. If Candidate filled it out wrongly or in a way it can be misread, re-print cost is levied on the Candidate.**
12. There is no refund in the event of cancellation or non-appearance by the Candidate. Deferral is only accepted if a medical proof is provided for the absence. It is possible to defer the examination only once and only to the next examination period. Medical proof must arrive to the examination centre within 15 days after the examination took place. Failing to provide such evidence, Candidate's exams are cancelled without further recourse. There may be an administration charge for deferring the examination.
13. **Marked written scripts may be looked at on the request of the candidate. Such requests must be made within 5 days after the results were announced in a written form sent to LCCI Hungary. Viewing takes place at LCCI Hungary in Budapest at a specified time. Scripts may be looked at by the candidate only (except if the Candidate is not yet 18 years old, in such case a parent or a legal caregiver may accompany him/her), who is allowed 30 minutes to make notes from the script if required. However, no rubric of the script is allowed to be copied.**
14. Any disorder during the examination that may have influenced the successful conduct of the examination must be reported to the Invigilator or the Examination Secretary and notes of the event or circumstance must be written. LCCI Hungary examines and takes remedies all such cases.
15. **Appeal may be made within 15 days after the announcement of results. Appeal may be based on results, miscalculation of marks or legal misconduct. The appeal has to be sent to the Director of LCCI Hungary. The appeal has a fee (20% of the examination fee). A proof of payment must accompany the appeal. After the deadline such rights are lost. The appeal in the first degree is judged by the Director of the Centre within 15 days from the date of entering the appeal. It is possible to complain against the ruling of the appeal within 15 days (this however may not refer to the result of the examination). Such complaint must be addressed to the Director of NYAK but sent to the Examination Centre. For the period of the appeal there is no time limit, that is, the deadline for providing the Hungarian Certificate is delayed until the legal procedure is closed.**

CEF and LCCI EFB

Level 1 Pass	A2
Level 1 Credit Level 1 Distinction Level 2 Pass	B1
Level 2 Credit Level 2 Distinction Level 3 Pass	B2
Level 3 Credit Level 3 Distinction	C1