



**Procedures for conducting the ACERT certified exam
offered by the Exams Team at the Centre of Languages and Communication
of Poznan University of Technology**

I. General procedures

1. The ACERT exam is offered at levels from pre-A1 to C1 on dates set in a particular semester. A candidate may also take the ACERT commercial exam on dates set during examination sessions. The condition for that is to provide the proof of payment at least **2 weeks** before the date of the exam session.
2. The exam is also available "on demand" for an additional fee of 50% of the basic cost. The "on demand" exam can be held within 7 working days of showing the proof of payment.
3. Candidates register for the exam electronically by filling out the registration form and sending it to hanna.nowak@put.poznan.pl

The exam fee should be transferred to the bank account of Poznan University of Technology:
Santander Bank SA **02 1090 1362 0000 0000 3601 7895**

Transfer title: for CJK, ACERT exam, name and surname

The proof of payment should be sent to the following address: malgorzata.margraf-adamczyk@put.poznan.pl or hanna.nowak@put.poznan.pl **no later than one week before the date of the exam.**

4. In the event of a candidate's unexcused absence in the exam, the exam fee is not refundable. Excused absence allows to take the exam on the next date set by the coordinator. A candidate should submit a sick leave or other document excusing his/her absence from the exam.
5. Example exercises of the written part of the exam can be found on www.clc.put.poznan.pl

II. Procedures for the written part of the exam

1. Candidates come to the designated room of Poznan University of Technology 10 minutes before the beginning of the exam.
2. The condition for taking the exam is the presentation of an identity card or passport.
3. Prior to the beginning of the written part of the exam, students turn off their mobile phones and leave their personal belongings in the place designated by the Exam Board.
4. Answers in the written part of the exam must be provided in designated places using a pen.
5. A student fills in the title page of the exam sheet, on which he/she gives the following information: name and surname in capital letters, student ID number, passport number and the date of the exam.
6. The exam takes 120 minutes.
7. The exam begins with the first of two listening comprehension tasks. Each recording is played twice with an interval of 5 minutes.
8. A student declares readiness to complete the exam by raising his/her hand.
9. A member of the Exam Board collects the exam sheet and allows a student to leave the room.

III. Procedures for the oral part of the exam

1. A candidate participates in the oral part of the exam on the same day, after the written part of the exam has been checked.
2. The oral part of the exam is carried out by the Exam Board composed of two examiners.
3. A candidate draws a question from a pool of specialist language questions.
4. The preparation time is 10 minutes.



5. If more than one candidate takes the exam, the oral part of the exam is taken in pairs. The second, so-called "dialogue-type", question is drawn by one person from the pair. The person drawing the question starts the conversation.
6. The order in which questions are answered is determined by the Exam Board.
7. Each student is assessed individually.
8. If only one candidate takes the exam, the examiner assumes the role of an interlocutor for the "dialogue" question. A candidate draws a question and starts the conversation.
9. A candidate is informed about the result of the exam immediately after the end of the oral part of the exam and decision taken by the Exam Board as to the final grade.
10. A candidate can receive the ACERT certificate after 4 weeks from the date of the exam (Room 321E).
11. When it comes to taking the exam 'on demand' mode, it is possible for the candidate to get the certificate within a few days. The candidate will be informed about the date by the examiners, the moment the Acert exam is finished.