



**Procedures for conducting the ACERT certification exam in a foreign language
for first-cycle full-time students
Centre of Languages and Communication
Poznan University of Technology**

I. General procedures

1. Each student completing a language course is required to take the exam in accordance with the study schedule*.
2. Foreign language exams, both in the summer and winter semester, are held in the first week of the exam session. Exams are held 4 times a year.
3. A sample written exam is available on www.clc.put.poznan.pl in the Students >> Final examination tab. Detailed information concerning the exam is provided to students by their teachers during classes.
4. Students with a disability certificate may apply for special conditions and/or form of the exam.
5. Formal dress code is required for both parts of the exam.

* Certain certificates and exams may be the grounds for exemption from taking the written part of the exam. Relevant details are available on www.clc.put.poznan.pl.

II. Procedures for the written part of the exam

1. The date of the written part of the exam is set on the first day of the exam session.
2. Students come to designated rooms of Poznan University of Technology 30 minutes before the exam starts. Information about the number of the room in which the written part of the exam takes place is published on the CLC website 7 days before the exam is held.
3. To take the exam, students are required to present their identity card with a PESEL (Citizen Identification) number or a student identity card.
4. After entering the room, students take a seat in designated places.
5. Students are obliged to write in ballpoint pen or fountain pen, providing the answers in appropriate places; students are not allowed to write in pencil.
6. The title page of the exam sheet must contain the following information: student's name and surname in capital letters, student register number, PESEL (Citizen Identification) number and the date of the exam.
7. The exam lasts 120 minutes.
8. The exam starts with task one in the listening comprehension part. After task one has begun, latecomers **will not be allowed into the exam room**. Each recording is played twice with an interval of one minute.
9. During the written part of the exam, mobile phones and other electronic devices must be switched off or remain in silent mode. It is forbidden to use books, notes and other reference materials. All backpacks, bags and electronic devices must be stored in a place indicated by the examiners.
10. Students attempting to use any reference materials or electronic devices as well as communicating with each other during the written part of the exam will have their exam stopped and receive a fail grade.

11. Students encountering any problem should report it by raising a hand and wait for an examiner to come.
12. Students completing the written part of the exam before the end of the specified time should report it by raising a hand and wait for an examiner to come, collect the exam sheet and allow them to leave the room in a way that **does not interfere with the work of other students**.
13. After collecting the exam sheet, students cannot return to the exam room and write anything or make corrections in the exam sheet.
14. By taking the exam, students acknowledge and accept its rules.

III. Procedures for the oral part of the exam

1. Students participate in the oral part of the exam in accordance with the schedule published 7 days before the exam.
2. The oral part of the exam is carried out by a two-member Examination Board.
3. The Board designates two students who take part in the oral exam.
4. Students come to designated rooms of Poznan University of Technology 30 minutes before the oral part of the exam starts according to the previously set schedule.
5. The oral part of the exam is recorded in digital form.
6. During the oral part of the exam, mobile phones and other electronic devices must be switched off or remain in silent mode. It is forbidden to use books, notes and other reference materials. All backpacks, bags and electronic devices must be stored in a place indicated by the examiners.
7. Students attempting to use any reference materials or electronic devices during the oral part of the exam will have their exam stopped and receive a fail grade.
8. Students are informed about the result of the exam immediately after the oral part of the exam, after consultation has been held by the Examination Board.

