



**Procedures for conducting the foreign language examination
Centre of Languages and Communication
Poznan University of Technology
for first-cycle students, full-time studies**

I. Written examination procedures

1. Before beginning the written examination, students turn off their mobile phones and leave their personal belongings in the place designated by the examining board.
2. The student writes the written examination with a pen and writes down the answers only in designated places.
3. The student fills in the title page of the examination sheet, on which he/she gives the following information: his/her name and surname in capital letters, index number, PESEL number and the date of the examination.
4. The examination takes 120 minutes at B2 level and 150 minutes at C1 level.
5. The examination begins with the first of two tasks which check listening comprehension. Each recording is played back twice with an interval of one minute.
6. The student declares readiness to complete the exam by raising his hand.
7. A member of the board receives the examination sheet and allows the student to leave the room.

II. Oral examination procedures

1. The student takes the oral examination on the previously selected date (the list from the written examination).
2. The oral examination is carried out by a board of at least two people.
3. The board appoints two students who take the oral examination.
4. Students come to the designated rooms of the Poznan University of Technology 30 minutes before the examination starts as it was previously scheduled.
5. The oral examination is recorded digitally.
6. The student is informed about the result of the examination immediately after the examining board confers.

I declare that I have read the information above and agree that my examination sheet and my oral examination recording are kept and archived for a period of one year (in accordance with §24 of the *Regulations of Studies for the first and second-cycle studies as well as uniform long-cycle studies of the Poznan University of Technology* of April 24, 2019).

Signature:

Date:

Place: