



**Exams Team**  
**Centre of Languages and Communication**  
Coordinator: Katarzyna Sobańska, M.A.

**Exam Rules and Procedures - Linguaskill Tests**

1. The Linguaskill Tests Rules define the mode and procedures for conducting Linguaskill General and Linguaskill Business exams by the Exams Team of the Centre of Languages and Communication (CLC) at Poznan University of Technology.
2. Linguaskill Tests exams are conducted to assess the general language proficiency level (Linguaskill General) and English used in work environment (Linguaskill Business). Linguaskill Tests exams are developed by Cambridge Assessment English.
3. The CLC, as a session organizer, conducts Linguaskill Tests exams in English.
4. Linguaskill Tests exams are conducted by experienced CLC tutors licensed as Cambridge Assessment exam administrators.
5. The organization of Linguaskill Tests exams is managed by the Exams Team coordinator Katarzyna Sobańska, MA.
6. Linguaskill exams are held on demand.
7. Candidates sign up for the exam electronically by filling out the registration form and sending it to [katarzyna.sobanska@put.poznan.pl](mailto:katarzyna.sobanska@put.poznan.pl).  
Exam payment must be made to the PUT account:  
*ERSTE Bank Polska S.A., account number: 02 1090 1362 0000 0000 3601 7895,*  
*Transfer title: for CJK, Linguaskill exam, name and surname*  
Proof of payment must be sent to: [malgorzata.margraf.adamczyk@put.poznan.pl](mailto:malgorzata.margraf.adamczyk@put.poznan.pl) and [katarzyna.sobanska@put.poznan.pl](mailto:katarzyna.sobanska@put.poznan.pl) at least one week before the date of the exam.
8. 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 CLC. A candidate should submit a sick leave or other document excusing his/her absence from the exam. The excuse must be delivered in person or by e-mail to the Exams Team coordinator at least one day before the exam.
9. People taking the exam receive a document confirming their language proficiency at the appropriate level. The level of language proficiency is presented on the certificate according to the CEFR (Common European Framework of Reference for Languages) scale, A1-C2. The document is in English and does not feature Polish characters in the spelling of names and surnames.
10. The Linguaskill Business Reading and Listening exam exempts from the course-completion exam:



- in the fields of Management and Production Engineering and Management, full-time and part-time first-cycle studies, when passed at the minimum B2 level, it exempts from the written part of the course-completion exam, when passed at the minimum C1 level, it exempts from the written and oral parts of the course-completion exam,
- in other fields of study, full-time and part-time first-cycle studies, the Linguaskill Business Reading and Listening exam passed at the minimum B2 level exempts from the written part of the course-completion exam.

**In the event of exemption from the ACERT course-completion exam or part of it, a student does not receive the ACERT certificate.**

A detailed list of certificates is available on the CLC website. The condition for exemption from the course-completion exam is the submission of an application to the CLC Directors requesting exemption from the exam.

11. Candidates must arrive at least 10 minutes before the start of the exam. Prior to entering the room, a student ID card or a regular ID document must be shown and a mobile phone must be switched off. Computer workstations are assigned by the examiner.
12. Information about the exam and fees is provided by Katarzyna Sobańska, MA [katarzyna.sobanska@put.poznan.pl](mailto:katarzyna.sobanska@put.poznan.pl).