



ISTITUTO SALESIANO
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Il Preside

We prepare for

Cambridge

English Qualifications™

ISTITUTO SALESIANO BEATA VERGINE DI SAN LUCA
 prepares candidates for Cambridge English Qualifications

*CSM 27 del 20-02-2020 - Esami ESOL Cambridge 2020 (Flyers - Ket) - ultime indicazioni
 Circolare Scolastica (Famiglie e Docenti) n° 27
 Bologna, 20 Febbraio 2020*

Alla cortese attenzione dei Docenti, delle Famiglie dei ragazzi delle classi, Seconde e Terze

Esami di Certificazione ESOL Cambridge: Flyers - Ket

Indicazioni riguardanti gli esami di sabato 7 marzo 2020

Cari ragazzi, Gentili genitori,

il centro autorizzato Cambridge per lo svolgimento degli esami sta definendo gli orari dettagliati degli **Esami di Certificazione ESOL Cambridge** (Flyers - Ket) che si terranno nella giornata di **sabato 7 marzo 2020**, nelle aule del terzo piano della scuola Media (chiedere in portineria).

I candidati devono avere con sé un **documento di riconoscimento valido**, matita, gomma, temperino, biro, pastelli colorati e la **Confirmation of Entry** (COE) che verrà distribuita agli studenti stessi nei giorni che precedono l'Esame, unitamente al **Regolamento di esame** che va letto con attenzione. Il COE è da conservare anche dopo l'esame, perché tramite il codice personale presente nel documento i ragazzi potranno, a tempo debito, visualizzare i propri risultati.

Come documento di riconoscimento si accettano solo: **carta di identità e/o passaporto** (originali, validi e non scaduti).

È importante che i ragazzi non abbiano con loro **nessun dispositivo elettronico** (smartphones, cellulari, lettori Mp3, smartwatch...) pena l'annullamento dell'esame.

L'Istituto Salesiano declina ogni responsabilità in merito all'esito dell'esame e dalle conseguenze che potrebbero provenire dal mancato rispetto delle indicazioni fornite nelle circolari inviate dall'ist. Salesiano, dalla scuola linguistica e pubblicate sul sito.

INDICAZIONI PER LO SVOLGIMENTO DELLE PROVE

Tutti i candidati dovranno presentarsi **presso l'Istituto Salesiano B.V. di San Luca secondo gli orari specificati dal COE**: ogni allievo ha un suo **piano orario** che va rispettato con estrema diligenza.

Tali orari sono insindacabili: **l'assenza o il ritardo dei candidati comporta l'annullamento dell'esame senza possibilità di risarcimento**. In particolare:

- **ORARI READING-WRITING-LISTENING**: gli orari indicati nel Timetable del COE si intendono come orari di inizio esame, pertanto è necessario PRESENTARSI CON 30 MINUTI D'ANTICIPO per la prova scritta e 15 MINUTI D'ANTICIPO per la prova orale
- **ORARI SPEAKING**: gli orari indicati nel Timetable del COE si intendono orari di CONVOCAZIONE e non necessariamente orari di inizio esame

In ogni caso, suggeriamo alle famiglie di non prendere impegni per l'intera giornata del 7 marzo e presentarsi agli appuntamenti con largo anticipo.

Per eventuali chiarimenti o per segnalare errori riscontrati sul COE, potete contattare il referente, **Prof. Valerio Cappelli** (cappelli.valerio.prof@gmail.com).

Un cordiale saluto,

Il referente

Prof. Valerio Cappelli



*Il Coordinatore delle attività didattiche ed educative
 don Giovanni Sala*

don Giovanni Sala

✂-----
tagliando da compilare e riconsegnare al prof. Valerio Cappelli entro lunedì 2 marzo 2020

Il/la sottoscritto/a, genitore di _____ classe _____
cognome e nome del ragazzo/a in stampatello

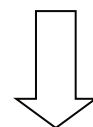
di chiara di aver ricevuto

- la circolare: **CSM 27 del 20-02-2020 - Esami ESOL Cambridge 2020 (Flyers - Ket) - ultime indicazioni**
- il **COE - Confirmation of Entry and Timet** (da portare con sé all'Esame)
- il **Summary regulations for candidates**

nella consapevolezza che il giorno dell'esame, la mancanza del COE e del documento valido di identità, oppure la violazione di quanto espressamente indicato, comporterà irrimediabilmente l'esclusione dall'esame e la perdita dell'intera quota.

Bologna, data _____

_____ *firma del genitore*



ELENCO ISCRITTI

Elenco da controllare, segnalando subito eventuali errori all'indirizzo: cappelli.valerio.prof@gmail.com

“ESAME DI CERTIFICAZIONE FLYERS”

1. Francesca Battelli
2. Maria Vittoria Bellini
3. Anna Bonora
4. Gabriele Caprini
5. Giacomo Cavalli
6. Filippo Chiari
7. Giulia Nicole Dipietro
8. Federica Ferraro
9. Carlo Iaquina
10. Chiara Marchi
11. Chiara Orsoni
12. Chiara Procopio
13. Linda Aurora Roggero
14. Riccardo Tramondo
15. Rossella Vizzuso
16. Serena Zheng

“ESAME DI CERTIFICAZIONE KET”

1. Alessia Agostini
2. Daniele Alfonsi
3. Gianmarco Antinori
4. Sofia Barbi
5. Edoardo Caputo
6. Aurora Cavicchi
7. Tommaso Cicchelli
8. Ivan Favalli
9. Diego Ferrante
10. Francesca Lo Biundo
11. Arianna Magli
12. Elena Melis
13. Lorenzo Morsiani
14. Giacomo Nicoletti
15. Simone Orsoni
16. Alessandro Palladini
17. Enrico Papoff
18. Filippo Giulio Pondrelli
19. Andrea Pozzi
20. Luca Raccagni
21. Camilla Raitano
22. Andrea Rossini
23. Elena Sabatini



Summary Regulations for Candidates

Last updated January 2019

This document and the Notice to Candidates contain a summary of the information you need in order to take a Cambridge Assessment English exam. You must read these very carefully. If you do not understand something, please ask your Centre. The full regulations, which set out your rights and obligations as a candidate, are in the Regulations booklet which is available from your Centre or you can download it from cambridgeenglish.org/help

- **Cambridge Assessment English:** An examination board and part of Cambridge Assessment. Experts in English language assessment, responsible for creating, distributing and marking your exam.
- **Centre:** a Cambridge Assessment English Authorised Examination Centre. Centres are independently run institutions and Cambridge Assessment English is not responsible for any actions or omissions.
- **Candidate:** someone who has registered to take a Cambridge Assessment English exam.

1. Entry regulations

- **Cambridge Assessment English exams may be taken by people of any age, gender, race, nationality or religion. Although they are designed for native speakers of languages other than English, no language related restrictions apply.**
- **All components of an exam must be taken on the dates specified.**

2. Entering for an exam

- You must register for an exam through a Centre. Your contract is with the Centre and you pay your exam fees to them.
- You cannot transfer an entry from one exam to another.
- Cambridge Assessment English will always try to make arrangements for candidates with special requirements (e.g. extra time or adapted papers). You must tell your Centre as soon as possible if you have any special requirements. Depending on what is required and which exam you are taking, up to 3 months' notice may be required.

3. Taking the exam

- The Centre will tell you where and when your exam will be held. You must make sure that you arrive well before the scheduled start time. If you arrive late for any part of the exam, report to the supervisor. In some cases you may be allowed to take the exam. Please check your Centre's policy for late arrivals. If you are admitted late, not all of your work may be accepted.
- Bring the pencils, pens, etc. that you need for the exam.
- You must bring a photo ID on the day of the test unless you are taking Starters, Movers or Flyers. The ID must be valid, original and unexpired. It must be government-issued (e.g. passport) or a college/university photo ID can be used if you are from a country where there are no compulsory government-issued IDs and provided the college/university carried out appropriate checks before issuing the ID. If you do not have a suitable ID, you must notify your Centre of this before you register for an exam. If you are aged 17 or under and do not have suitable ID, the Centre will provide you with a Candidate Identification form that you must fill in before the exam day and bring with you to the exam. **If you do not bring your ID to the exam, you will not be allowed to take the exam and you will not receive a result.**
- The Centre will give you a copy of the Notice to Candidates which tells you how you must behave in the exam. You must read it carefully. If you do not follow the instructions or regulations, you may be stopped from taking the exam, or you may not receive a result.
- You must not keep any electronic items, such as mobile phones, audio/video players/recorders, cameras, etc. in the exam room during the exam. Before the test day make sure you know your Centre's policy regarding electronic items and what kind of storage they can offer on the test day. If your Centre advises you they cannot provide secure storage for your electronic items, you may wish to leave them at home.
- You are not allowed to wear a wrist watch during the exam unless you are taking Starters, Movers or Flyers. Your centre or invigilator will tell you if you must leave it on the desk or elsewhere.
- The use of offensive (for example, rude or racist) language in your examination answers will not be accepted.
- You will be asked to fill out a Candidate Information Sheet unless you are taking Starters, Movers or Flyers. Cambridge Assessment English uses this information as part of its research and development programme to improve the quality of the exams. The information you give is treated anonymously and is strictly confidential.
- You may be asked to complete a short 'Anchor Test'. Cambridge Assessment English uses this information as part of its quality control programme. The 'Anchor Test' will not affect your exam result.
- Cambridge Assessment English may also record your Speaking test as part of Cambridge Assessment English's quality control procedures.
- If you take the First, Advanced or Proficiency exam, a photo of you is required and will be taken of you on the test day as an extra way of checking your identity. For Key, Preliminary, Business Preliminary, Business Vantage and Business Higher, you must tell your Centre whether you wish to have a test day photo taken, so the Centre can offer you a test day photo service. The list of exams where Test Day Photos are mandatory or available is subject to change. You or a parent or guardian must give your consent to the Centre for your photo to be taken. If a test day photo is required, you cannot take the exam unless consent for a photo to be taken has been given by you or a parent or guardian. This photo will only be visible on the Results Verification Service website cambridgeenglish.org/verifiers and you choose who can view it by sharing your result via the Cambridge Assessment English Candidate Website or by sharing your Candidate Reference Number directly with the chosen institution. For more information, contact your Centre.
- If you do not feel well on the day of the exam or think that your work may be affected for any other reason, tell the supervisor immediately. If appropriate, the Centre will report this to Cambridge Assessment English for consideration when deciding your result.
- If you miss the exam because of illness, you may be allowed a full or partial refund. You will need to give medical evidence to your Centre for this to be considered.

4. After the exam

- Cambridge Assessment English cannot be held responsible for loss of exam scripts or materials while in transit from the Centre and/or its venues to Cambridge.
- For some exams your results will be available from the Results Service website by the date specified. You need to register for access to this site. Your Centre will provide you with the registration details. For other exams your results will be released to your Centre who will forward the information on to you. Cambridge Assessment English may amend result information under exceptional circumstances.
- Cambridge Assessment English reserves the right not to issue results for those candidates who breach Cambridge Assessment English rules and regulations, or to cancel results if Cambridge Assessment English believes the scores are not valid.
- If you think that your result is not correct, please contact your Centre without delay and they will give you details of the enquiries and appeals process and the related fees. Information is also available on cambridgeenglish.org
- Cambridge Assessment English will not give feedback on your performance for individual questions. All the available information is given in your Statement of Results.
- If you have passed the exam, Cambridge Assessment English will send your certificate to your Centre approximately 3–4 weeks after the results are released for paper-based exams. For computer-based exams this is approximately 2–3 weeks after the release of results. Contact your Centre for their policy on how to collect certificates. Unclaimed certificates can be destroyed by your Centre after one year.
- If you lose your certificate, you can apply for a Certifying Statement, which provides an official confirmation of your result, or if you took Starters, Movers or Flyers you can request a replacement certificate within 5 years of the date of issue. An additional fee is payable for this service. The Certifying Statement application form is available from cambridgeenglish.org or contact your Centre regarding replacing your Starters, Movers or Flyers certificate.
- A name amendment can be requested under certain circumstances for up to two years after the exam. For details please contact your Centre.

5. Copyright

- Copyright on all question papers and exam material belongs to Cambridge Assessment English. You must not take question papers, notes or any other exam material out of the exam room. You must not post any exam content on websites or social media.
- Cambridge Assessment English does not allow candidates, schools or Centres to view candidates' answers or any other work done as part of an exam.
- Cambridge Assessment English will not return any work you produce in the exam to you, your Centre or your school.

6. Data Protection

- Cambridge Assessment English takes the protection of personal data seriously and complies with the Data Protection Act 2018, the General Data Protection Regulation 2016/679 (as amended) and all applicable laws and regulations relating to the processing of personal data and privacy.
- Cambridge Assessment English will not use your personal data for any purpose other than as described below.
- Cambridge Assessment English will store your information securely for a limited period of time except with regard to information which may be needed later to confirm and verify your results which Cambridge Assessment English will keep for an extended time.
- Cambridge Assessment English will use your information for the following legitimate business purposes:-
 - I. In administering the exam, including processing exam entries and results, marking exam scripts, issuing certificates, processing enquiries about results and investigating cases of malpractice;
 - II. To carry out quality control and research, standards setting and other activities that are related to the business of delivering qualifications and which are aimed at ensuring the delivery, as well as the integrity, of Cambridge Assessment exams and the protection of candidates;
 - III. To notify your Centre, and if applicable the school which prepares you for the exam, of your results as well as notifying any other third party to whom you expressly request Cambridge Assessment English releases your results;
 - IV. To notify you from time to time of other Cambridge products and services although if Cambridge Assessment English contacts you in this regard you will be given the choice to request not to be contacted again. Cambridge Assessment English may also share your personal data with other parts of Cambridge University;
 - V. To comply with applicable law or a court order or governmental regulation or for the purpose of any criminal or other legal investigation or proceeding here or abroad.
- Cambridge Assessment English may use anonymised data (that is data that does not identify a candidate) and pseudonymised data (that is data that is anonymous to the people who receive it) for research purposes and Cambridge Assessment English may share that data with third parties for research purposes. The third party recipients of this data are required to abide by strict data protection principles in their handling of the data and are also bound by a duty of confidentiality.



**Cambridge Assessment
English**