

CAMBRIDGE ASSESSMENT ENGLISH REGISTRATION EASY STEP GUIDE: GROUP REGISTRATION FORM

Step One: Entry of Exam and Organisation Details

- Fill in which exam centre (city) you would like to take the exam with from the drop down menu.

Please note, you must complete steps 1 and 2 in order to unlock the next step.

1 Centre number	
Choose your centre from the list:	
Leeuwarden	NL007

- Employer/teacher of candidates must fill in their contact details and the organisation's details; once this has been completed the available exam dates will automatically appear below. The address given on the first page is the address where we will send certificates to.

2 School / Organisation details (please fill in all the * marked boxes to proceed)	
In order to receive the fee for public and CRKBO registered institutions , you must choose "Yes" and provide proof by entering your BRIN or attaching your CRKBO confirmation with this form. If you cannot provide such proof, you will be charged a group registration fee including VAT of 21% as indicated in our website brochure. Advantage status will be confirmed by our staff after reviewing the form.	
School/Organisation Name *	
Contact person *	
Street *	
Postcode and town *	
Phone (day time) *	
BRIN/CRKBO * (Yes Nr.)	YES
Advantage Member*	
Advantage Tier (if applicable)	
Mobile number	
Email address *	

- Please also indicate whether or not the organisation is already a member of Advantage, our loyalty scheme; more information can be found [here](#). This will then be checked and confirmed by our exams team.

- If your organisation or school has a BRIN number or CRKBO registry, please state 'YES' on the first page and add your BRIN number or attach proof of your school/organisation being VAT exempt.

BRIN/CRKBO * (Yes Nr.)	YES	XXXXX
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- If you state 'YES' you will not need to pay VAT for the exam. If you state 'NO' 21% VAT will automatically be charged on top of the exam fee on the 'check and send entry page' (invoice page). This will automatically be reflected in the fee displayed on the "Check and send entry form".

Preparation Centre Use				Without BRIN/CRKBO	
Exam	Price	Candidates	Fee sum		
B2 First	€ 266.00	0	€	-	
C1 Advanced	€ 293.00	0	€	-	
C2 Proficiency	€ 315.00	0	€	-	
Total		0	€	-	
Total payable fee	€ -				

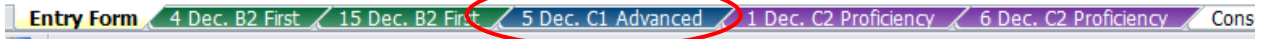
Preparation Centre Use				With BRIN/CRKBO	
Exam	Price	Candidates	Fee sum		
B2 First	€ 220.00	0	€	-	
C1 Advanced	€ 242.00	0	€	-	
C2 Proficiency	€ 260.00	0	€	-	
Total		0	€	-	
Total payable fee	€ -				

- Fill in the amount of candidates you wish to register, please be sure to select the correct level and date as this is used to calculate the exam fee. This example shows that 10 candidates need to be registered for the CAE exam on the 5 December 2018.

December (Paper-based)				Registration deadlines		
	B2 First	C1 Adv.	C2. Pro.	B2 First	C1 Adv.	C2 Pro.
	04/12/2018	05/12/2018	01/12/2018	02/11/2018	18/10/2018	18/10/2018
Amsterdam		10				

Step Two: Entry of Candidate Details

- Go to the tab of the chosen exam, in this case CAE



- Fill in all the candidates' details in the spaces provided

Cambridge English: C1 Advanced Paper-based

Please make sure to fill in all the required (*) cells for each pupil. For any special requests, choose from the list and explain on the "Check and send entry form" tab.

First Name(s) [as stated in passport]*	Surname(s) [as spoken e.g. de Bruin]*	Date of Birth*	Gender*	Special Request

- If they are eligible for Special Access Arrangement(s), please select this under special request; should more than one request be made per candidate then the details should be listed in the space provided on the "Check and send entry form" sheet. You will need to send in medical evidence before or on the closing date in order to allow enough time for us to have the listed requests approved.

Gender*	Special Request
	Enlarged print
	Extra time (25%)
	Laptop
	Lip reading
	Braille
	Hearing impaired listening
	Single format speaking
	Other (specify on check and

- Please make sure all names and DOBs are correct as this is what will appear on the certificate.

- For all listed candidates, make sure that you submit a completed Consent Form if necessary; please see below.
- These forms must be submitted along with the completed Group Registration Form.

Consent Forms

The British Council has a duty of care towards children under the age of 18 who attend exams and events organised by the British Council. Parents/Guardians of minors who take part in one of the Cambridge Assessment English exams must submit a signed Consent Form to indicate that their son/daughter can leave the exam premises without being attended by a parent/guardian.

Each registered B2 First, C1 Advanced or C2 Proficiency candidate must also submit a signed Photo Consent Form. There are separate forms for under and over 18 year old candidates, the under 18 form also includes the aforementioned Consent Form. The forms can be found on our website: <https://www.britishcouncil.nl/exam/cambridge/register>.

The forms must be submitted together with the registration form.

Step Three: Entry of Invoice Details

- Fill in the details you would like stated on the invoice. The invoice will be sent according to this information so please list your financial department if applicable.
- Mention if you would like to receive the invoice via post or digitally. If you wish to receive it digitally you must state to which email address, see below.

You will receive an invoice for all candidates entered for this exam. Please note you can only type in the grey cells

5 Invoice details (fill in all the cells marked with *)	
Organisation *	British Council
Contact person *	Josephine Alderdice
Street *	Weteringschans 85a
Postcode and town *	1017 RZ Amsterdam
Invoice digitally or via post? *	email
E-mail address (if digital invoice)	josephine.alderdice@britishcouncil.nl
Reference on invoice (max 15 characters)	CAE June 2017

- In our example below. Since 'YES' was filled in for having a BRIN number, the exam costs below do not include VAT. Also, as the organization is an Advantage Premium member they will receive a 10 EUR discount per candidate (only paper based exams). As you can see below 100 EUR has been deducted because of the confirmed Advantage membership.

Preparation Centre Use			
Exam	Price	Candidates	Fee sum
B2 First	€ 220.00	0	€ -
C1 Advanced	€ 242.00	10	€ 2,420.00
C2 Proficiency	€ 260.00	0	€ -
Total		10	€ 2,420.00
Total payable fee	€ 2,320.00		

Office Use	
Advantage Discount	
Yes	
€	-10.00
€	-100.00

- The "Total payable fee" is that which will appear on the invoice for the exam registration, all applicable discounts are already applied to this figure as it appears.

- If a candidate requires special arrangements, it must be stated in the section provided on this tab including a reason. From the example you can see that 25% extra time is required and the reason is given.

Please note the special request reasons PER PUPIL per exam	
FCE	
CAE	Josephine Alderdice has dyslexia - 25% extra time
CPE	

- Indicate whether you would like to receive further information regarding news and events etc. or not.

The British Council in the Netherlands would also like to use your information to send you, via e-mail: details of our activities, services and events (including social events) which might be of interest to you.

- | | |
|---|--|
| <input type="checkbox"/> I agree | We cannot send you any information if you do not tick one of the boxes. You may opt out at any time. |
| <input type="checkbox"/> I don't agree | |

Step Four: Send completed group registration form

Once you have filled in all the necessary fields, please send the Group Registration Form to your chosen exam centre:

Exam centre	Centre number	Email address
Amsterdam	NL001	exams@britishcouncil.nl
Arnhem	NL005	utrecht@britishcouncilexams.nl
Den Haag	NL003	exams@britishcouncil.nl
Eindhoven	NL004	eindhoven@britishcouncilexams.nl
Groningen	NL007	stenden@britishcouncilexams.nl
Leeuwarden	NL007	stenden@britishcouncilexams.nl
Maastricht	NL004	eindhoven@britishcouncilexams.nl
Rotterdam	NL071	rotterdam@britishcouncilexams.nl
Utrecht	NL005	utrecht@britishcouncilexams.nl
Vlissingen	NL050	zeeland@britishcouncilexams.nl
Zwolle	NL007	stenden@britishcouncilexams.nl

Further Assistance

If you require further help with the group registration, please contact us at:
exams@britishcouncil.nl