

## REGISTRATION

### How to register for paper-based and digital examinations

You can register either online or via email. Please follow the instructions below exactly to complete your registration successfully.

#### Register Online:

- Register easily and quickly through our **online registration service** [www.britishcouncil.gr/exam/cambridge](http://www.britishcouncil.gr/exam/cambridge).

#### For Individual Candidates

- Pay the examination fee **only by credit card** (Visa or Mastercard). You can pay securely online during the registration process following the instructions provided in the online registrations system.

#### For Schools (Preparation Centres)

- Complete the registration for your candidates through the online registration service available at <https://www.examination-services.gr/schools/login.asp>.
- Pay the examination fees preferably by credit card (Visa or Mastercard).

You can pay securely online during the registration process by selecting the credit card payment option and following the instructions provided to make either a bulk payment or, alternatively, you may have your candidates pay individually using their own credit cards (for individual payments you will need to collect the parents' /guardians' email addresses as this will be used to send them the automated payment link).

- **Direct deposit** is available as an alternative payment option in the following cases:
  - When making a bulk payment for multiple candidates exceeding €1.500, or
  - If you or your candidates experience issues with credit card payments.

**IMPORTANT:** In cases of direct deposit payments, keep a copy of the “unique reference number” assigned to each candidate or group of candidates, it will be used for the payment identification.

#### Direct Deposit Details:

- Pay the examination fee by direct deposit to the British Council account at **Alpha Bank**. You can do this at any Alpha Bank branch, via an ATM or via web banking through your own bank.

**Account number: 1150 0200 2018 908**

**IBAN: GR05 0140 1150 1150 0200 2018 908**

In the ‘Αιτιολογία’ field on the deposit slip write **only** your **unique reference number**. Please do not include candidate or school names.

A full list of Alpha Bank branches, including branches operating in the afternoon and ATMs, can be found at [www.alpha.gr](http://www.alpha.gr).

**You must deposit your payment at Alpha Bank within three working days of your online registration.**

**Please note that we cannot accept postal orders, cash sent by post, or payment of fees at our offices.**

We are happy to accept registrations for the exams from candidates throughout Greece. We will administer paper-based and/or digital exams in the areas shown on our online registration system and on the updated map on our web page (visit [www.britishcouncil.gr/en/exam/cambridge/dates-costs-locations](http://www.britishcouncil.gr/en/exam/cambridge/dates-costs-locations)).

Please note that if the number of candidates registered for the examination in the town you select does not meet the minimum entry requirements, we will contact you and you can either choose a different town or the British Council will refund the examination fee paid.

**NEW: ID POLICY CHANGES FOR 2025**

- **For all exams - no school/college/university ID accepted for candidates aged 18 and over**
- When **C1 Advanced** is taken **outside of the candidate's country of permanent residence** and the candidate is **aged 18 or over**:
  - candidate must present their passport unless the candidate is from and taking the exam in a European Union/Schengen area country, then a government-issued national ID can be used too.

**TEST DAY PHOTOGRAPHY**

Candidates registering for the **Cambridge English Qualifications: C1 Advanced (CAE), C2 Proficiency** examinations will be required to have a **passport style photograph taken on the day of their speaking or written examination** as mentioned in the Candidate Privacy Notice. This will be done by members of the British Council test day staff. The aim of this is to further enhance test security in accordance with Cambridge Assessment English examinations regulations. Candidates refusing to have a test day photo taken will **not be permitted to sit an exam** for which a photo is mandatory.

Test Day Photos are an important part of the Cambridge English security measures and they are an essential requirement for our recognising organisations. **Test day photos are mandatory for all C1 Advanced candidates. For C2 Proficiency, they are mandatory for adult candidates only.** We will accept applications for C2 Proficiency candidates under 18 years of age whose parent/legal guardian refuses to acknowledge the Test Day Photography procedure; however please note that **a photo cannot be added to the candidate's result at a later date.**

The photo will be stored on the secure **Cambridge Assessment English** Results Verification Service website. You can control who can access your results and view your photo by giving their unique Candidate ID number and Candidate Secret Number to universities, employers or other organisations to authorise them to verify your results.

**At the time of registration, you will be asked to sign the Test Day Photography Acknowledgement Form.** (also available on page 11). If you are under 18 years of age, please ask your parent or legal guardian to read all information provided and sign the form. The acknowledgement form is also available on [www.britishcouncil.gr/exam/cambridge/register](http://www.britishcouncil.gr/exam/cambridge/register)

**By registering for one of these exams, you or your parent/guardian acknowledge that a test day photo will be taken.**

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**CHILD PROTECTION**

We believe child protection requires everyone to take responsibility and that every child matters. We recognise that the care and welfare of children is paramount and that all children have the right to equal protection from all types of harm or abuse. Our Child Protection Policy engages our organization worldwide, underlying the importance of this commitment. We recognise that we have a fundamental duty of care towards all of the children we engage with, including a duty to protect them from abuse. We achieve this through compliance with UK and Greek child protection laws and relevant laws in each of the countries we operate in, as well as by adherence to the United Nations Convention on the Rights of the Child (UNCRC) 1989. **A child is defined** in the British Council as anyone who **has not reached their 18th birthday** (UNCRC 1989) irrespective of the age of majority in the country where a child is or their home country.

**This policy is mandatory for all British Council staff worldwide.** This includes anyone who works for the British Council, either in a paid or unpaid, full- or part-time capacity. This includes directly employed staff, trustees, contractors, agency staff, consultants, volunteers, interns and anyone working on behalf of the British Council and ensures that all our exam staff are fully trained in order to offer a 'child safe' environment. It also warrants that all underage candidates will remain under our constant supervision throughout the exam day. At the end of the examination, only parents/legal guardians or the person specified by them are permitted to collect their children from the exam venue. To facilitate this, a consent form will be sent along with the timetables for completion and use before the exams.

Dear parents/guardians/teachers we wish to inform you that:

- **Candidates under 11 years** of age may not leave the exams premises unless collected by a parent/legal guardian or other nominated adult.
  - In case they nominate another person to collect their child, they are kindly asked to provide his/her details on the **Child Collection/Authorisation Form**. This form will be collected by our Child Care Assistant on the day of the examination.
- **Candidates aged between 11 and 17 years** may leave the examination premises unaccompanied provided that they present the **Child Collection/Authorisation Form** to our Child Care Assistant on the day of the examination.

During the scheduled breaks, all candidates will be in a designated area, under the supervision of our staff.

Parents/Legal guardians of candidates who study at a foreign language school should be informed about this process by their school before the exam.

We also follow a 'child safe' recruitment and employment process, which ensures that Child Protection is at the heart of what we do.

## EXAMINATION FEES

In the table below, you will find all Cambridge English Qualifications fees for 2025:

|                                                          |            |                                          |             |               |
|----------------------------------------------------------|------------|------------------------------------------|-------------|---------------|
| Young learners:<br>Pre A1 Starters, A1 Movers, A2 Flyers | <b>€67</b> | B2 First (for Schools)                   | <b>€187</b> | <b>€35 *</b>  |
| A2 Key (for Schools)                                     | <b>€90</b> | C1 Advanced                              | <b>€190</b> |               |
| B1 Preliminary (for Schools)                             | <b>€95</b> | C2 Proficiency                           | <b>€208</b> | <b>€50 **</b> |
|                                                          |            | TKT (Teaching Knowledge Test) per module | <b>€66</b>  |               |

\*Eligible for a free resit in the November-December 2025 B2 First for Schools exams

\*\*Eligible for a free resit in the November-December 2025 C2 Proficiency exams

In the table below, you will find all Cambridge English Qualifications fees for Digital exams in 2025:

|                                      |            |                                |             |              |
|--------------------------------------|------------|--------------------------------|-------------|--------------|
| Digital A2 Key (for Schools)         | <b>€90</b> | Digital B2 First (for Schools) | <b>€187</b> | <b>€35 *</b> |
| Digital B1 Preliminary (for Schools) | <b>€95</b> | Digital C1 Advanced            | <b>€190</b> |              |
|                                      |            | Digital C2 Proficiency         | <b>€208</b> | <b>€50**</b> |

If you are interested in the **RESIT** option, when you register yourself or your students for FCEfs or CPE, choose one of our normal exam periods (e.g. FCEfs 18 May 2025) and city/town, but you must remember **to check the box: Yes, I am interested in a RESIT.**

This will immediately adjust the exam fees for **FCEfs from 187 euro to 222 euro** and for **CPE from 208 to 258 euro**.

Proceed with your payment and use the unique reference code of your application (bank reference number) as justification.

If you or your students took part in the May-June 2025 exams, did not pass the FCEfs or CPE exam, and already paid the RESIT fee for the winter 2025 registrations period, you may register for November-December 2025 exams without paying any extra fees.

When you register yourself or your students, you must choose one of our exam periods marked **RESIT 2<sup>nd</sup> time** (eg FCEfs 13 December 2025 – **RESIT 2<sup>nd</sup> time**).

Please be careful with the selection of the period so that the students are registered correctly.

**When you choose one of our RESIT 2<sup>nd</sup> time periods, you will see that the exam fees are 0 euro.** There will be no need for payment for this registration.

- The RESIT offer is for candidates who wish to register for the November-December 2025 FCEfs or CPE exams and want to secure the right for a resit for the May-June 2026 exam period.
  - Paper-based and digital FCEfs candidates for November-December 2025 will secure a right for a resit for the May-June 2026 exam periods, by paying an **additional 35 euro** when registering for the current winter 2025 exams (new **total 222 euro**)
  - Paper-based and digital CPE candidates for November-December 2025 will secure the right for a resit for the May-June 2026 examination period by paying an **additional 50 euro** when registering for the current summer 2025 exam session (new **total 258 euro**)
- The RESIT offer applies only to B2 First for Schools test takers who take part in the November-December 2025 exams sessions and receive a total score of 159 and below (Cambridge English Scale) and wish to resit the exam in the May-June 2026 session.

3. The RESIT offer applies only to C2 Proficiency test takers who take part in the November-December 2025 exams sessions and receive a total score of 199 and below (Cambridge English Scale) and wish to re-sit the exam in the May-June 2026 exam session.
4. This offer does not apply to test takers who pass their exams for B2 First for Schools or C2 Proficiency and would like to improve their score in the May-June 2026 session.
5. This offer does not apply to test takers who register for B2 First for Schools or C2 Proficiency but do not participate in these examinations or are absent in one or more components of the exam.
6. It does not apply to those test takers who register for the November 2025 B2 First for Schools or C2 Proficiency and wish to resit in the December 2025 B2 First for Schools or C2 Proficiency. It only applies for the summer 2026 exam session, after results become available (evidence of failed results).
7. The offer applies only to the test takers who register for the November-December 2025 exams sessions; it is not transferable to other test takers.
8. This offer applies to both paper-based and digital B2 First (for Schools) and/or C2 Proficiency test takers (where sessions are available). In case test takers prefer a digital exam but the next available digital exams session is cancelled, test takers will be transferred automatically to the next available paper-based exams.
9. The fees of 35 euro for FCEs or 50 euro for CPE that you will pay to ensure a resit for the may-June 2026 exams session will not be refunded to the candidate in case of success in the November-December 2025 exams session.
10. The British Council reserves the right to amend the Terms and Conditions of this offer and extend it beyond the current scope, following a written notification on the British Council Website.

## **SPECIAL ARRANGEMENTS**

We believe examinations should be accessible to everyone, regardless of their learning or physical difficulties. A number of provisions are available to ensure that candidates who have special requirements can demonstrate their ability in English.

In co-operation with Cambridge Assessment English, we provide a Special Arrangements Service for candidates with hearing, speech, visual and kinetic difficulties, as well as for candidates with learning difficulties such as dyslexia. We also make special arrangements for candidates who have sustained accident-related injuries, such as a broken arm, prior to the day of the examination.

For details on how to apply for Special Arrangements, please visit the [Accessible Cambridge English](#) page on our website or contact us for more information.

**No requests for special arrangements will be considered after the close of registration. Candidates who do not submit the relevant documentation by the deadline will not be entitled to special arrangements.**

## **REFUNDS AND OTHER CHANGES**

### **REFUNDS**

If you **cancel** your Cambridge English exam before the test day or you are absent on the test day, the fee is refundable under the following conditions:

- if a cancellation request is made **no later than 14 days** from the date of registration (registration confirmation email), within the registration period, and before the exam date - in that case you will receive a full refund.

The fee is also refundable, minus an administration fee of 30% of the test fee, only in the following cases:

- If a cancellation request is made before the registration deadline for that test, but after 14 days from the date of registration (registration confirmation email).
- In case of illness or medical incident on the test date.
- In case of bereavement - loss of a close family member.
- In case of hardship or trauma (such as being a victim of crime or involved in a traffic accident)
- In case of military service.

In case of test day absence for the reasons listed above, the refund request must be submitted using the form available for download below, **within three days of the test date**. It must be supported with required evidence (i.e., a medical certificate issued by the doctor confirming inability to take the test, police report from the traffic accident confirming serious circumstances on the test day etc.).

If we have not received your refund request along with the supporting documentation by the third day after the test, you will be marked as absent and forfeit all claims.

Please note that refunds can take four to six weeks to process. If you are entitled to a refund, the refunded money will be returned in the same way as you originally paid.

Please be advised that the British Council has been designated an undesirable organisation under recent Russian legislation. Any association may carry risks for Russian citizens or individuals with ties to Russia, regardless of their country of residence. If you prefer not to proceed with your test as a result of this development, you may request a full refund by contacting us.

In case you have any questions please contact us via **email** [customerservices@britishcouncil.gr](mailto:customerservices@britishcouncil.gr).

### **TRANSFERS AND OTHER CHANGES**

If you need to change the date of your test from the date you originally booked, you can request a test day transfer, free of charge, but only if the registration for your original test date is still open.

Please note that the new test date must be within three months of the original test date. We can offer the transfer only if a session of the same test is available in your examination centre in this period, you can check our schedule here: <https://www.britishcouncil.gr/en/exam/cambridge/dates-costs-locations>

We can transfer you once only. If the second test date does not suit you well, then you are not entitled to any further transfer to a new test date and the standard cancellation policy applies.

Download the **Refund request form** or the **Test day transfer form** from our website <https://www.britishcouncil.gr/en/exam/cambridge/refund-transfer>

### **EXAMINATION INFORMATION**

- **Examination dates** are available on our website [www.britishcouncil.gr/exam/cambridge/dates-costs-locations](https://www.britishcouncil.gr/exam/cambridge/dates-costs-locations).
- **Timetables for digital examinations** will be sent to candidates **by email one week before the examinations**.
- **Timetables for paper-based examinations** will be available for download and print on the British Council website [www.britishcouncil.gr](https://www.britishcouncil.gr) **one to two weeks before the written examination date**. Preparation Centres (Foreign Language Schools/Private Schools) and individual candidates who have provided us with a mobile phone number will be informed by SMS when timetables are available.
- Preparation Centres (Foreign Language Schools/Private Schools) and individual candidates are responsible for downloading and printing timetable(s) as soon as they become available.

**Please contact the British Council at least seven days** before the written examinations for paper-based tests or **three days** before the digital exams. **in case of:**

- Difficulty in downloading and printing the timetable(s)
- Timetable(s) is/are not available on our website [www.britishcouncil.gr](https://www.britishcouncil.gr)
- Timetable(s) has/have not been received by email (digital exams).

**On the day of the examination candidates must:**

- **For the written components:** Candidates should arrive at the exam venue **up to 30 minutes** before the scheduled start of the written examination, according to the **arrival time** quoted on their personal timetable.

- **For the speaking component:** Candidates should arrive at the exam venue **10 minutes** before the scheduled start of the **speaking test**
- Bring a valid identity document with a recent photo (e.g. passport, national ID etc.)
- Bring their personal examination timetable
- Bring a pen, pencil and eraser.

**Candidates must not:**

- bring any electronic equipment to the examination venue.

**BAN ON MOBILE PHONES, ELECTRONIC DEVICES AND OTHER WEARABLE TECHNOLOGY**

Candidates will not be permitted to take their mobile phones or any other electronic devices into the exam room or the Speaking test. Electronic devices include iPods, iPads, e-readers, smart watches, laptops and any other device on which notes can be accessed, data received or transmitted during an exam session. Any candidates found with mobile phones or other electronic devices in their possession in an exam room will be disqualified.

**NEW: BAN ON WATCHES**

**All watches will be treated as electronic items and are banned from the exams.** Candidates must not wear (or have in their possession) wrist watches during the written and speaking components and should not bring them inside the exam room. In case they arrive at the venue wearing a watch, they must take them off. Our exams staff will collect them (along with any other electronic items) and store them separately. Watches will be given back after the end of the written or speaking exams.

Candidates will be asked to leave all personal belongings (such as books, bags etc.) in a designated area. Candidates are requested not to bring any expensive personal items. The British Council is not liable for the loss of any items you may choose to bring with you at the examination venue.

For the **speaking** part of the examination, candidates are examined in pairs (except for Cambridge English Pre-A1 Starters, A1 Movers and A2 Flyers).

If candidates experience any problem during the test, it **should be reported to the supervisor/test administrator immediately after the examination** (in the case of the listening test all comments should be reported, after the introductory recording) and in writing to the British Council **no later than three days** after the relevant part of the examination.

**RESULTS, CERTIFICATES, RESULTS ENQUIRIES**

**Results for paper-based exams** will be released by Cambridge Assessment English **six to eight weeks after the examination date**. The majority of results will be released at the start of the results release window, i.e. six weeks after the exam day, with any remaining results being released in the following two weeks.

**The majority of results for digital exams** will be released **two to three weeks after the test date**. Any remaining results will be released during the following week. The final date for the release of results will be three weeks after the test.

Results will be available to all candidates and Preparation Centres **only online**, directly from Cambridge Assessment English:

- **Preparation Centres** (Foreign Language Schools/Private Schools) can view their candidates' results at <https://preparationcentres.cambridgeenglish.org>. Preparation Centres who have activated access to the Cambridge Assessment English Preparation Centre Results Online website will receive an email notifying them when the results release begins. **If you cannot access the website, please contact the British Council.**
- **All candidates can view their results and profiles online at** <https://candidates.cambridgeenglish.org/Members/Login.aspx?M=None>. Candidates can register on the Cambridge Assessment English Candidate Website to access the Online Results Service any time after the exam using the ID Number and Secret number printed on their timetable. Candidates who have registered successfully will receive an email notifying them when the results release begins. **As login details appear on the timetables, please retain this document until results have been issued.**

- British Council will inform Preparation Centres and Individual candidates that have provided us with a mobile phone number by SMS.
- There will be a relevant announcement on our website [www.britishcouncil.gr/exam/cambridge](http://www.britishcouncil.gr/exam/cambridge).

**Please note that results are not provided over the phone.**

**Certificates** will be sent via courier to:

- all individual candidates, to the address they submit during their registrations
- all Preparation Centres (Foreign Language Schools/Private Schools) candidates, to the address that they have registered with the British Council. Preparation Centres should inform their candidates when the certificates are available for collection.

### Paper-based examinations

March sessions by the end of June

May/June sessions by the end of October

November/December sessions by the end of March

### Digital examinations

Approximately two months after the examination date.

If you do not receive your certificate by the above dates, please contact us immediately.

### Results Enquiries

If a candidate feels that an error may have occurred during the marking process, there is a rigorous and thorough Result Enquiry Procedure to ensure all elements are checked. This procedure is in two stages:

- A **clerical re-check (stage 1)**, during which Cambridge Assessment English will confirm that the marks on the scripts have been correctly totalled and that the total mark for each component has been correctly recorded in the computer system. **This stage is compulsory.** The fee for a clerical-check for all examinations is **€45**.
- A full **re-mark of all written papers (stage 2)** is carried out by a Principle Examiner. Please note that it **does not apply** to any **Speaking Test** component. The fee for this service varies according to the examinations:

|                                                                                                                             |             |
|-----------------------------------------------------------------------------------------------------------------------------|-------------|
| <ul style="list-style-type: none"> <li>○ A2 Key (for Schools)</li> <li>○ B1 Preliminary (for Schools)</li> </ul>            | <b>€100</b> |
| <ul style="list-style-type: none"> <li>○ B2 First (for Schools)</li> <li>○ C1 Advanced</li> <li>○ C2 Proficiency</li> </ul> | <b>€145</b> |

The remarking (stage 2) process is not available to candidates at Cambridge English Young Learners Pre A1 Starters, A1 Movers, A2 Flyers levels and for TKT modular teaching qualifications.

All results enquiries should be submitted to the British Council **within specific deadlines** that can be found on our website <https://www.britishcouncil.gr/en/exam/cambridge/results>, after the results issue date. Should the enquiry result in a change of grade, the fee paid for the service will be fully reimbursed. Candidates' results can go up or down as a result of the enquiry.

Examination papers are marked by Cambridge Assessment English in UK.

**Cambridge Assessment English does not make the exam papers accessible to candidates, schools or examination centres.**

### DISCLAIMER

The British Council and the examining boards take all reasonable steps to provide continuity of service. We believe you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The British Council's liability will be limited to the refund of the registration fee or retesting at a later date.

**CANDIDATE PRIVACY NOTICE**

This privacy notice informs a candidate or the parents/guardian of a candidate under 18 about the processing of personal data on behalf of the British Council in Greece and the examination boards or examining bodies within the context of the administration of either paper-based or computer-based exams in Greece and in agreement with the provisions of Regulation 2016/679 (GDPR) in the EU and Law 4624/2019 on Data Protection in Greece in agreement with the provisions of the General Regulation (GDPR) (EU 2016/679) and the Law 4624/2019 on the data protection in Greece.

**Marketing and special category data consent**

☐ Please tick if **you wish** to receive promotional information about British Council products, services or cultural activities by email.

☐ Please tick if **you agree** to us processing of your health data in case you need us to make special arrangements relating to your exams.

You have the right to withdraw your consent for marketing or health data processing at any time.

**Categories of your personal data to be processed**

The processing (collection, use and storage) of personal data includes all data regarding candidates and in the case of candidates under 18, their parents/guardians data upon the submission of their registration form, and more specifically the following categories:

- a) identity data: first name, father's name, family name, date of birth, gender;
- b) contact data including home/work postal address, email address, phone and mobile number;
- c) health data if special arrangements are requested;
- d) passport style photograph taken on the exam day for specific exams as required per examination boards regulations, on the condition that parents/guardians have given their written permission on the Test Day Photography Acknowledgment Form
- e) speaking exams audio recording.

**Purposes of our processing of your data**

- For the **proper and safe administration** of your examination, which includes: a) registration, b) fees payment, c) verification of the candidate's identity, d) report, investigation and appropriate action taken in relation to malpractice and other issues in relation to the examinations, e) running the administrative systems used to support the delivery of the examinations, f) provision to the examination boards and examining bodies of candidate's special arrangements requests, g) submission to the examination boards and examining bodies of passport style photographs, for verification purposes, if applicable, h) access to the British Council online portal(s) to receive exam related information, i) handling complaints, j) communications with the candidate (or their parents if the candidate is under 18) for examination related matters, k) keeping the speaking exams audio recording for security and quality reasons.
- To take into account **health data** that will allow us to make special arrangements, if requested.
- To gather **customer feedback** about contracted services.
- To send electronic **marketing communications** about British Council products, services and activities based on your consent.

We shall keep data for these purposes while the data subject does not exercise their wish to object to such processing or requests to be unsubscribed from receiving promotional communications.

**Legal bases for our processing of your data**

- Examination administration is legitimised by the performance of a contract for the provision of services in combination with Law 2251/1994 on Consumer Protection as codified and in force. Not providing any of the requested personal data affects the timely delivery of the services with the required accuracy and efficiency;
- Processing health or other special category personal data is legitimised by the specified, explicit and legitimate consent of the candidate, or their parent if the candidate is under 18;
- Responding to general enquiries, supporting test takers, verifying, preventing fraudulent activity and improving our services is legitimised by the legitimate interests of the Controllers; The British Council will always balance your rights and interests in the protection of your personal data against Firm's rights and interests or those of any third party.

- Communications to the client related with the examination are legitimised by the performance of a contract for the provision of services. Our clients include: adult candidates; parent/guardian of candidates under 18; schools;
- Customer feedback and marketing communications on similar products and services are legitimised by the performance of a contract and the exemption allowed in article 11 of Law 3471/2006 on Protection of personal data and privacy in the electronic communications sector and amendment of law 2472/1997, as currently in force.

**Recipients of your personal data**

- The British Council and examination boards or examining bodies and other affiliated businesses and organisations which are owned by them, for purposes exclusively related to the proper administration of the examinations; other schools or educational establishments which you attend.
- Third parties that represent us (such as venue staff, examiners, invigilators, supervisors) with contracts as Data Processors subject to the requirements of confidentiality, and only to the extent required for them to perform their specific duties and fulfil the above-mentioned purposes of processing.
- Third parties providing services on our behalf related to administrative processes (admissions, registration and information management systems, financial management) with written contracts as Data Processors, subject to the requirements of confidentiality, and only to the extent required for them to perform their specific duties and fulfil the above-mentioned purposes of processing and where we are required to do so by law.

**International transfers**

Service provider for electronic marketing communications: Campaign Monitor, legitimised by EU Standard Contractual Clauses.

**Retention of your personal data**

The personal data submitted by the candidates or parents/guardians of candidates under 18 will be stored for two (2) years following the end of the examination, and, if deemed necessary, for as long as required in order to potentially resolve any judicial and/or extra-judicial disputes, including mediation, always on the condition that there is no other retention period provided by local law.

**Your rights over our processing of your personal data**

The British Council complies with data protection law in the UK and laws in other countries that follow international best practice.

You have the right to access your personal data; to request the rectification of inaccurate data or, if appropriate, to request their erasure when the data are no longer necessary for the purposes for which they were collected. In certain circumstances, you may request the restriction of processing or object to the processing of your data. In these cases we shall only keep them to defend any claims. You are also entitled to withdraw your consent at any time for any of the purposes for which you were asked to provide your consent, taking into account that this shall not affect the lawfulness of the processing that was based on your consent, prior to your withdrawal.

If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator. In Greece, this is the Hellenic Data Protection Authority at [www.dpa.gr](http://www.dpa.gr).

**For detailed information, please refer to the privacy section of our corporate website at**

[www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy) or contact the British Council office in Greece via

[www.britishcouncil.gr/en/contact](http://www.britishcouncil.gr/en/contact).

## Test Day Photography Acknowledgement Form

### Data Protection Notice

Candidates registering for the **Cambridge English Qualifications: C1 Advanced (CAE), C2 Proficiency (CPE)** examinations will be required to have a **passport style photograph taken on the day of their speaking or written examination** as mentioned in the Candidate Privacy Notice. This will be done by members of the British Council test day staff. The aim of this is to further enhance test security in accordance with Cambridge Assessment English examinations regulations.

Test Day Photos are an important part of the Cambridge English security measures and they are an essential requirement for our recognising organisations. **Test day photos are mandatory for all C1 Advanced candidates. For C2 Proficiency, they are mandatory for adult candidates only.** We will accept applications for C2 Proficiency candidates under 18 years of age whose parent/legal guardian refuses to acknowledge the Test Day Photography procedure; however please note that **a photo cannot be added to the candidate's result at a later date.**

The photo will be stored on the secure Cambridge Assessment English **Results Verification Service** website. You can control who can access your results and view your photo by giving your unique Candidate ID number and Candidate Secret Number to universities, employers or other organisations and authorise them to verify your results.

**At the time of registration, you will be asked to sign the Test Day Photography Acknowledgement Form.** If you are under 18 years of age, please ask your parent or legal guardian to read all information provided and sign the form. **By registering for one of these exams, you or your parent/guardian acknowledge that a test day photo will be taken.**

**Test Day Photography is compulsory for all candidates taking part in the C1 Advanced and for adult candidates taking C2 Proficiency exams.** Candidates refusing to have a test day photo taken will **not be permitted to sit an exam** for which a photo is mandatory.

### Your rights

Pursuant to the European (GDPR (EU) 2016/679) and Greek (L. 4624/2019) legislation on data processing you have the right to access your personal data; to request the rectification of inaccurate data or, if appropriate, to request their erasure when the data are no longer necessary for the purposes for which they were collected. In certain circumstances, you may request the restriction of processing or object to the processing of your data. In these cases, we shall only keep them to defend any claims. You can exercise your rights by contacting us at [IGDisclosures@britishcouncil.org](mailto:IGDisclosures@britishcouncil.org). We have thirty days to address and answer your request, from the date your request is received. Furthermore, you are entitled to file a complaint before the Hellenic Data Protection Authority ([www.dpa.gr](http://www.dpa.gr)).

## Acknowledgement – For candidates of 18 or over 18 years of age

I have read, understood and accept the above as well as the terms and conditions for this examination and Cambridge Assessment English examinations regulations.

If I am taking the C1 Advanced or C2 Proficiency exam, I acknowledge that a) I will have my photo taken by the Centre on the day of the Speaking test and/or the written papers, b) I will not be allowed to take the exam unless the photo is taken (CAE all candidates, CPE adult candidates), and c) if I am taking C1 Advanced or C2 Proficiency, no result will be awarded if there is no photo (CAE all candidates, CPE adult candidates). This photo will be sent to Cambridge English and will be held on the secure Cambridge English Verification Service

|                                |                                             |                                                |
|--------------------------------|---------------------------------------------|------------------------------------------------|
| <b>Full Name of Candidate:</b> |                                             |                                                |
| <b>Father's Name:</b>          |                                             |                                                |
| <b>Candidate's Signature:</b>  |                                             |                                                |
| <b>Examination</b>             | <input type="checkbox"/> <b>C1 Advanced</b> | <input type="checkbox"/> <b>C2 Proficiency</b> |

## Acknowledgement – For candidates under 18 years of age

**If you are under 18 years of age, please ask your parent/legal guardian to read all information provided and sign the acknowledgement form.**

I declare that I exercise the parental care of the candidate under 18 years of age named on this form and I have read, understood and accept the above as well as the terms and conditions for this examination and Cambridge Assessment English examinations regulations.

If my child is taking the C1 Advanced or C2 Proficiency exam, I acknowledge that a) they will have their photo taken by the Centre on the day of the Speaking test and/or the written papers, b) that they will not be allowed to take the exam unless the photo is taken (this applies to CAE candidates), and c) if my child is taking the C1 Advanced exam, no result will be awarded if there is no photo This photo will be sent to Cambridge English and will be held on the secure Cambridge English Verification Service.

|                                      |                                             |                                                |
|--------------------------------------|---------------------------------------------|------------------------------------------------|
| <b>Full Name of Candidate:</b>       |                                             |                                                |
| <b>Full Name of Parent/Guardian:</b> |                                             |                                                |
| <b>Signature:</b>                    |                                             |                                                |
| <b>Examination</b>                   | <input type="checkbox"/> <b>C1 Advanced</b> | <input type="checkbox"/> <b>C2 Proficiency</b> |

### Retention date

Please note that this form will be deleted two years after the date of this examination.

**Please return this form by post to:** Examinations Services, British Council, 17 Kolonaki Square, 106 73 Athens, Greece, **or email to:** [examination.services@britishcouncil.gr](mailto:examination.services@britishcouncil.gr)