



**Ministero dell'Istruzione**  
**ISTITUTO D'ISTRUZIONE SUPERIORE "N. PIZI"**  
**Liceo Classico – Liceo Scientifico- Liceo Artistico**

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Prot. n° vedi segnatura

**Agli Alunni interessati  
alle loro Famiglie  
Ai Docenti  
AI DSGA  
Al Sito WEB**

**COMUNICAZIONE n° 238**

Oggetto: **Esami Cambridge ESOL sessione giugno 2022.**

Si comunica a tutti gli studenti interessati che gli esami Cambridge ESOL, sessione di **MERCOLEDI' 8 GIUGNO 2022**, si svolgeranno, presso la sede centrale, c.da San Gaetano, **in presenza**, secondo il calendario di seguito allegato.



Il Dirigente Scolastico  
Prof.ssa Maria Domenica Mallamaci

**MERCOLEDI' 8 GIUGNO 2022**

**PROVE SCRITTE/ASCOLTO**

<b>B1 Preliminary for Schools</b>	dalle ore 09:00 alle ore 11:45	AULA MAGNA
<b>A2 Key for schools</b>	dalle ore 12:15 alle ore 14:10	AULA MAGNA

**ESAMI ORALI (SPEAKING PART):**

<b>A2 Key for schools</b>	dalle ore 09:45 alle ore 11:21	AULA (piano terra)
<b>B1 Preliminary for Schools</b>	dalle ore 11:45 alle ore 13:51	AULA1 e AULA2 (piano terra)

Il/La candidato/a dovrà presentarsi, **almeno 20 minuti prima dell'inizio delle prove**, d'esame munito/a di:

- **"Confirmation of Entry**, *convocazione all'esame* in cui sono riportate le date e gli orari delle singole prove; **sarà consegnato dalla prof.ssa LANDRO, ad ogni candidato, mercoledì mattina;**
- documento di riconoscimento valido (carta identità, patente di guida, passaporto);
- autocertificazione COVID debitamente firmata;
- matita, gomma e penna.

I CANDIDATI SPROVVISTI DI DOCUMENTO DI RICONOSCIMENTO VALIDO E DI AUTOCERTIFICAZIONE FIRMATA **NON SARANNO AMMESSI A SOSTENERE L'ESAME.**

In allegato:

- **L'autocertificazione Covid** (*da firmare e portare il giorno dell'esame*);
- **il Regolamento per i Candidati** (*Summary Regulation Notice*);
- **Il Regolamento Candidati Esami Covid**;
- **Bottle Poster** (*bottiglie ammesse e non ammesse in aula d'esame*)



## COVID-19 AUTODICHIARAZIONE

**da portare sia per la prova Scritta che per la prova Orale**

Si prega di completare questa dichiarazione prima di accedere alla sede di esame.

La presente autodichiarazione dovrà essere consegnata allo Staff del Centro Esami.

**Nome Centro Esami: IH BRITISH SCHOOL REGGIO CALABRIA**

**Centro Esami N.: IT297**

**Indirizzo: VIA ARGINE DESTRO ANNUNZIATA 13 – Reggio Calabria**

**Tel. 0965 2004**

### Dettagli del candidato

Nome completo:

Data di nascita:

### Dettagli dell'esame

A quale esame ti sei iscritto:

Data dell'esame:

**Paper-based**

**Computer-based**

### Autodichiarazione – (sbarrare l'opzione appropriata)

- Il candidato maggiorenne
- Il genitore o tutore esercente la responsabilità genitoriale del candidato minorenni

#### DICHIARA

**(le seguenti dichiarazioni riguardano il Candidato)**

- di non avere sintomi associati al COVID-19 (tosse persistente, influenza, stati febbrili, fiato corto, ecc.);
- di non essere stato in contatto stretto consapevolmente con persone che presentavano sintomi associati al COVID-19 nel rispetto dei tempi e dei termini previsti dalla normativa di riferimento;  
 di aver avuto un contratto stretto con soggetti confermati positivi al SARS-CoV-2 e di rispettare quanto previsto dalla circolare del Ministero della Salute n. 0019680 del 30/03/2022 (auto sorveglianza-utilizzo mascherina FFP2, tamponi in caso di sintomi)  
(scegliere un'opzione)
- di non essere arrivato da paesi stranieri con restrizioni o isolamento per COVID-19 nel rispetto dei tempi e dei termini previsti dalla normativa di riferimento;
- di essere consapevole ed accettare che l'esame potrà essere spostato in altra data se non confermo una delle affermazioni qui riportate.

**FIRMA per accettazione**

**DATA**

*(firma del Candidato se maggiorenne)*

*(firma del genitore o tutore se il Candidato è minorenne)*

**Il candidato che non si atterrà alle misure di sicurezza, di distanziamento sociale o che presenta sintomi di COVID-19 non sarà ammesso nell'aula d'esame.**

## **REGOLAMENTO COVID-19 per Candidati**

### **Esami Cambridge Assessment English**

#### **Centro Esami IH BRITISH SCHOOL Reggio Calabria (IT297 e IT317)**

**E' responsabilità del Candidato leggere attentamente il presente Regolamento prima dell'iscrizione. L'iscrizione a qualsiasi prova d'esame Cambridge Assessment English sottintende infatti l'accettazione da parte del Candidato del presente Regolamento per il contrasto e il contenimento della diffusione del virus Covid-19.**

- I candidati, per ciascuno dei giorni in cui si svolgeranno le prove, dovranno presentarsi presso la sede d'esame all'orario indicato sul Confirmation of Entry, esibendo il documento di riconoscimento
- Tutti i candidati devono consegnare l'autocertificazione di non aver avuto sintomi associati al Covid-19, di non aver avuto o aver avuto contatti stretti con persone risultate positive e rispettare quanto previsto dalla circolare del Ministero della Salute n. 0019680 del 30/03/2022 e di non arrivare da paesi stranieri con restrizioni. L'autocertificazione dovrà essere rifatta e consegnata al personale preposto ogni qual volta muti quanto dichiarato.

#### **INGRESSO SEDE D'ESAME**

- Si prega la massima puntualità, al fine di ridurre le possibilità di contatto.
- I candidati dovranno indossare la mascherina, del tipo FFP2 se hanno avuto contatti stretti con persone positive al Covid 19, Ai candidati sprovvisti di mascherina, non sarà consentito l'ingresso.
- All'esterno del portone di ingresso, una persona dello Staff accoglierà i candidati.
- Gli accompagnatori (genitori, insegnanti ecc.) non potranno in alcun modo accedere ai locali adibiti all'esame.
- I candidati saranno accompagnati, ad uno ad uno, nei locali dove di svolgeranno gli esami.
- Si prega di evitare l'utilizzo dell'ascensore. Nel caso in cui, per motivi di necessità, si dovesse utilizzare l'ascensore, è consigliabile indossare i guanti o fazzoletti per digitare sulla pulsantiera.

#### **INGRESSO AULA D'ESAME**

**Prima dell'accesso all'aula d'esame, i candidati, assistiti dal nostro Staff, dovranno:**

- se muniti di guanti, rimuoverli e gettarli nell'apposito cestino dei rifiuti per DPI;
- igienizzare le mani prima dell'ingresso nell'aula predisposta per riporre gli oggetti personali;
- riporre i propri oggetti personali nel piano di appoggio riservato a ciascun candidato (identificato dal Candidate Number), prendere con sé solo quanto consentito portare in aula (documento di riconoscimento, Confirmation of Entry, matita, gomma ecc.);
- igienizzare le mani prima dell'ingresso nell'aula d'esame.



**Nell'aula d'esame, prima dell'inizio e durante lo svolgimento dell'esame, i candidati dovranno:**

- rimanere al proprio posto, rispettando la distanza di sicurezza;
- continuare ad indossare la mascherina;
- nel caso abbiano la necessità di uscire momentaneamente dall'aula (per recarsi ai servizi igienici), igienizzare le mani sia all'uscita che al rientro in aula, e, negli spazi comuni, continuare ad indossare la mascherina
- durante il break tra una prova e l'altra, rimanere presso la propria postazione, se non per motivi di necessità, e rispettare le regole sopra riportate;

**Per la prova di Speaking**

- i candidati dovranno indossare la mascherina;
- gli orari verranno schedulati in modo da non creare assembramenti, si chiede pertanto di rispettare gli orari indicati.

**Alla fine dell'esame, l'uscita dall'aula sarà gestita a scaglioni.**

- I candidati dovranno lasciare l'aula, uno alla volta, quando sarà detto loro dallo Staff, per evitare assembramenti o contatti ravvicinati con altre persone.
- Usciti dall'aula, i candidati dovranno igienizzare le mani. Saranno quindi accompagnati dallo Staff a prendere i loro oggetti personali e saranno invitati a lasciare l'edificio.

Reggio Calabria, 06/05/2022

# Summary Regulations for Candidates

Last updated January 2022

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](https://www.cambridgeenglish.org/help)

- **Cambridge Assessment English:** An examination board and part of Cambridge University Press and Assessment. Experts in English language assessment, responsible for creating, distributing and marking your exam. Where 'we', 'our' and 'us' is used in this document it means Cambridge Assessment English.
- **Centre:** a Cambridge Assessment English Authorised Examination Centre. Centres are independently run institutions and we are not responsible for any actions or omissions by Centres.
- **Candidate:** someone who has registered to take a Cambridge Assessment English exam. Referred to as 'you' or 'your' in this document.

## 1. Entry regulations

- Our exams may be taken by people of any age, gender, race, nationality or religion. Although they are prepared 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.
- We will always try to make arrangements for candidates with special requirements (e.g. Advanced outside of your country of permanent residence, you must use your passport or national/EU identity card. In all other cases, your ID 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 may not be allowed to take the exam or you may not receive a result.**
- Some exams can be used for immigration purposes. Sometimes your passport number is required, for example when taking C1 Advanced for Australian immigration. You must provide your passport number to the Centre, ideally at the time of registration.

## 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 Pre A1 Starters, A1 Movers or A2 Flyers. The ID must be valid, original and unexpired. If you are taking C1 Advanced outside of your country of permanent residence, you must use your passport or national/EU identity card. In all other cases, your ID 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 may not be allowed to take the exam or you may 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 watches (unless you are taking Pre A1 Starters, A1 Movers or A2 Flyers, where non-smart watches can be worn during the exam) or any electronic items, such as mobile phones, audio/video players/recorders, and cameras, in the exam room during the exam. Before the test day make sure you know your Centre's policy regarding electronic items and watches, and what kind of storage they can offer on the test day. If your Centre advises you they cannot provide secure storage for your watches and electronic items, you may wish to leave them at home.
- The use of offensive (e.g. rude or racist) language in your exam answers will not be accepted.
- You will be asked to fill out a Candidate Information Sheet unless you are taking Pre A1 Starters, A1 Movers or A2 Flyers. We use this information as part of our 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'. We use this information as part of our quality control programme. The 'Anchor Test' will not affect your exam result.
- We may record your Speaking test as part of our quality control procedures.
- If you take a B2 First, C1 Advanced or C2 Proficiency exam, a photo of you taken on the test day is required as an extra way of checking your identity. By entering for one of these exams you or your parent or guardian acknowledge that a test day photo is required. If no photo is taken, you may not be allowed to take the exam. We reserve the right to withhold results if no photo is taken.
- For C1 Advanced, if you have a passport or national ID, your ID number will also be recorded in our systems. The photo and any passport/ID number will be added to our verification site where you can share your result with recognising organisations. We will also use the photo and passport/ID number for malpractice checks.
- If you want to use your C1 Advanced result for immigration purposes, you must tell your Centre.
- If you are taking C1 Advanced in Asia, Africa or Australasia, we will not issue a result if a suitable test day photo is not uploaded into our systems. If your photo is uploaded after the deadline, your result will be delayed.
- For A2 Key, A2 Key for Schools, B1 Preliminary, B1 Preliminary for Schools, B1 Business Preliminary, B2 Business Vantage and C1 Business Higher, you must tell your Centre in advance if you want to have a test day photo or passport number collected, so the Centre can provide this service to you.
- The list of exams where test day photos are mandatory or available is subject to change. On the test day, if you or your parent or guardian asks for the photo not to be taken, you might not be allowed to take the exam; your result might be cancelled; or the options for using your result may be limited because there is no photo on our verification site.

- Your photo will only be visible on the Results Verification Service website [cambridgeenglish.org/verifiers](https://www.cambridgeenglish.org/verifiers) and you choose who can view it by sharing your result via our 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 us 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

- We cannot be held responsible for loss of exam scripts or materials while in transit from the Centre and/or its venues to us.

- We value the integrity and reliability of our exams and therefore have strategies, such as statistical analysis, that counter attempts at cheating and other forms of malpractice. The investigation of suspected malpractice cases may delay results. We reserve the right to withhold or cancel results if we believe our rules and regulations were breached and/or the scores are not a reliable indicator of your ability.

- 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. We may amend result information under exceptional circumstances.

- 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](https://www.cambridgeenglish.org)

- We 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, we 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 Pre A1 Starters, A1 Movers or A2 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](https://www.cambridgeenglish.org) or contact your Centre regarding replacing your Pre A1 Starters, A1 Movers or A2 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 us. You must not take question papers, notes or any other exam material out of the exam room. You must not distribute or post any exam content on websites or social media.

- We do not allow candidates, schools or Centres to view candidates' answers or any other work done as part of an exam.

- We will not return any work you produce in the exam to you, your Centre or your school.

## 6. Data Protection

- We take the protection of personal data seriously and comply 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.

- We will not use your personal data for any purpose other than as described below.

- We 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 we will keep for an extended time.

- We 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 our 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 us to release your results;

- IV. To notify you from time to time of other Cambridge products and services although if we contact you in this regard you will be given the choice to request not to be contacted again. We 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, including immigration laws and procedures, or for the purpose of any criminal or other legal investigation or proceeding here or abroad.

- We 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 we 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.





# Notice to Candidates

This notice contains important rules and regulations for the day of the exam.

Please read it carefully. If there is anything you do not understand, ask your teacher or exam supervisor.

**WARNING:** If you do not follow the rules and regulations, you may be **DISQUALIFIED**.

## ✓ DO ...

**Arrive well before the scheduled start time.**

**Provide an original, valid, and unexpired photo ID** (for example, passport or government-issued identity card) for each part of the exam.

**Have on your desk** only what you need for the exam (pens, pencils, erasers, & ID).

**Listen to the supervisor** and follow their instructions.

**Read carefully and follow** all written instructions.

### Put up your hand if:

- your personal details on the answer sheet or on the screen are wrong
- you think you have the wrong exam
- the questions are incomplete, missing or badly presented
- your headphones are not working or you cannot hear the Listening test
- you are not sure what to do (no explanation of the exam questions can be asked for or given).

**Tell the supervisor** if you do not feel well.

**Stop writing immediately** when told to do so.

## ✗ DO NOT ...

**Keep watches or any electronic items** (mobile phones, sound recorders, wearable tech, music/video players, cameras, etc.) in the exam room or access these items during any breaks in the exam.

**Have with you at your desk** any materials which could help you.

**Cheat, copy, or give** anything to or take anything from another candidate.

**Talk to, attempt to communicate with, or disturb** other candidates during the exam.

**Use** a dictionary.

**Use erasable pens,** correction fluid or tape on any exam materials.

**Smoke, eat, or drink** in the exam room, except water in a clear plastic bottle.

**Leave the exam room** for any reason without the permission of the supervisor.

**Take any question papers,** answer sheets, candidate logins, or extra paper out of the exam room.

**Leave your seat** until you are asked to.

**Make any noise** near the exam room.

**THIS NOTICE MUST BE VISIBLY DISPLAYED OUTSIDE (NOT INSIDE) THE EXAM ROOMS**

Use for all Cambridge English Qualifications (except Starters, Movers and Flyers) and TKT and Delta Module One from Cambridge English Teaching

## Disqualification warning

If you cheat, use any unfair practice, or break the rules, you may be disqualified.

**Effective from January 2022**

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**Cambridge Assessment  
English**