



TOLES EXAMS

RULES AND REGULATIONS 2019

REGISTRATION

- A candidate may register for the exam only if he/she has read and understood all the rules and regulations.
- Candidates must make sure they are able to attend the test on scheduled date before they register. Test dates are fixed by the TOLES organization.

REGISTRATION CONFIRMATION

At least two weeks before the test candidates are emailed a confirmation document which contains information about the date, time and location of the exam. If a candidate does not receive this document two weeks prior to the start of the test, it is their duty to contact the LETC immediately.

EXAM DATES AND PRICES 2019

Exam level	Foundation	Higher	Advanced		
Price	£ 125	£ 140	£ 155		
Exam date	24.01.2019	21.03.2019	27.06.2019	22.08.2019	21.11.2019
Registration deadline	04.01.2019	01.03.2019	07.06.2019	02.08.2019	01.11.2019

- The exam dates are set by the exam board and cannot be changed.
- Exams can be paid by bank transfer to our account in UAH at the NBU rate as of the date of payment (contact LETC centre).
- You can also make the payment by credit card (Visa or Mastercard).

ON EXAM DAY

- Candidates are required to arrive at least 20 minutes before the start of the exam.
- All candidates have to be able to provide a valid identification document on the day of the test. The only ID documents accepted are a driving licence and a passport. Candidates who fail to present the invigilators with a valid ID document will not be admitted to the test and will not be eligible for a refund.

- Before the exam, mobile phones and other electronic devices have to be handed over to the invigilator. These must not be accessed again until after the exam. Usage of dictionaries or any other study aids is not allowed.
- All cases of irregular conduct during the exam detected by the invigilators or supervisors will be reported to the TOLES organisation and may lead to disqualification of candidates and withholding of their results. The supervisor has the authority to expel from the examination room any candidate detected engaging in irregular conduct.

CANCELLATIONS, TRANSFERS AND REFUNDS

- Once candidates register, it is not possible to cancel the exam, transfer to a later examination session, to a different level of exam or transfer your registration to another person.
- The exam fee will not be refunded in case of failing or withdrawal from the exam after the registration deadline. It is possible to request a refund only in cases of illness or death in the family.
- Applications for refunds must be accompanied by an original official medical certificate, with the diagnosis written legibly in Latin or English. The medical certificate must reach the LETC within a week of the written test date – by email – legal-english@ukr.net. All refund requests will be processed after we receive approval from the TOLES organisation.

RESULTS AND CERTIFICATES

- Exam papers are marked by the examination board in the UK. Candidates' answers and other work done by candidates will under no circumstances be released to candidates.
- Results are issued in the form of certificates accompanied by an explanation of the results within eight weeks from the test date.
- Certificates will be sent to successful candidates by registered post.
- TOLES certificates are valid for life.

DATA PROTECTION

- The LETC contact you as part of the collection of anonymous statistical data directly related to the exam you are registering for, and that this data will be used for internal LETC purposes.

CONTACT

- If you have any questions or need help with any aspect of TOLES exam, please contact us:
e-mail: legal-english@ukr.net Attn: Olga Grishyna

Phone: +38 050 410 81 03