



GA ONLINE ESOL CADETS *Exam Registration Procedures*

In order to register candidates for a Cadets exam session, the centres need to complete the following documents:

1. GA CADETS EXAMINATION APPLICATION FORM
2. GA CADETS EXAMINATION CANDIDATE SPREADSHEET
3. GA CADETS EXAMINATION TIMETABLE

The three documents are available on the Centre Support Page of www.gatehouse.it.

The completed documents need to be sent to operations@gatehouse.it 5 working days before the chosen exam date.

There can be up to 4 candidates of the same level in one session. No mixed-level sessions are allowed.

Once the examination session has been scheduled, centres will be able to make changes (add/remove candidates) up to 24 hours (1 working day) before the exam date. The number of candidates cannot exceed the maximum allowed number (four). A candidate's registration cannot be permanently deleted. Whilst they will not be refunded their registration fee, their registration remains valid for 2 years and they can be added to another exam session free of charge in that period. If a candidate fails to turn up for the exam, they will need to provide a medical certificate if they wish to get a free of charge transfer to another exam session.

Once the registration has been finalised, the centre will receive the Registration Confirmation (list of candidates with dates of birth) and Confirmation of Entry per candidate. Centres / examination coordinators are required to check this document for any errors (name spellings, number of candidates, levels) and report them to GA Italy Operations immediately. Any changes to candidate details made after the certificate has been printed will be subject to charges.

Two hours before the exam start time, the centre will receive the Examiner Reports (for marking) & Examination Report, candidate reference numbers to be used as log-in details for the online tests and the materials for the speaking test.

Results will be released within 10 working days of the receipt of examination materials by NAISA - Gatehouse Italy for fast track orders, and 20 working days for standard orders.

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The minimum number of candidates per session is 2 of the same level. The maximum number of candidates per session is 4 of the same level. For single-candidate sessions, there's the additional fee of €30.

For more information, please refer to the ***GA Regulations For Conducting Remote Online ESOL CADETS Examinations***, available on the Centre Support page of our website.