



## GA 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](http://www.gatehouse.it).

The completed documents need to be sent to [operations@gatehouse.it](mailto:operations@gatehouse.it) 10 working days before the chosen exam date.

Once the examination session has been scheduled, centres will be able to make changes (add/remove candidates) up to 5 working days before the exam date. Up to 5 candidates can be added to the exam session. A candidate's registration cannot be permanently deleted. Whilst they will not be refunded their registration fee, their registration remains valid for 6 months 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 as well as Examination Reports (for marking) & Invigilator Report. 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.

The speaking test materials will be sent to the centre via post while the reading, listening and writing examination materials will be sent to the centre via email 5 working days before the chosen exam date. The centre will need to print the materials in colour.

Examination materials need to be sent back to NAISA within 24 hours of the exam date. If the examination papers are received by NAISA within a maximum of 10 working days, results will be released within 6 weeks of the examination date.

The minimum number of candidates per session is 2 per exam level.