



GA CLASSIC

Online Exam Registration Procedures

In order to register candidates for an online Classic exam session, the centres need to complete the following documents:

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

The three documents are available on the GA Italy website:
http://gatehouse.it/CLASSIC/centre_support.html.

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, centres will receive the registration confirmation and the confirmation of entry. 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.

N.B. Candidates are required to complete the ONLINE IESOL Examination – Instructions to Candidates at least 1 working day before the exam date and return it, together with a copy



of their ID. Both documents need to be forwarded to operations@gatehouse.it 24 hours (1 working day) before the exam start time at the latest.

The rest of the examination materials will be sent to the centre 2 hours before the exam start time.

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.

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 Practical Guide to Conducting Remote Online Classic Examinations***.