

EUROPEAN CONSORTIUM FOR THE CERTIFICATE OF ATTAINMENT IN MODERN LANGUAGES



EXAM REGULATIONS¹

International ECL Exam Centre:

UNIVERSITY OF PÉCS

Foreign Language Centre

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® European Consortium for the Certificate of Attainment in Modern Languages

¹ We would like to point out that our examination regulations are valid in all examination countries, with one exception - in Hungary specific, country-specific regulations apply.

Features of the ECL Examination

The ECL language examination is administered by the Foreign Language Centre (Idegen Nyelvi Központ) of the University of Pécs, Hungary (Pécsi Tudományegyetem). The examination is paper-based and measures general foreign language proficiency, focusing on testing candidates' communicative language knowledge.

Languages

The ECL examination system has 14 examination languages: Bulgarian, Czech, Croatian, English, French, German, Hebrew, Hungarian, Italian, Romanian, Russian, Serbian, Slovakian and Spanish. The English, German and Hungarian language exams are accredited in Hungary.

Levels

The ECL language examination is aligned to the levels of the Common European Framework. The ECL language exam has the following levels: A2 (beginner), B1 (elementary), B2 (intermediate) and C1 (advanced).

Parts of the Exam

It is possible to take a complex exam or a partial exam (either written or oral) at the examination sites.

The complex ECL language exam has four parts: reading comprehension, written communication, listening comprehension and oral communication.

The written part includes the reading comprehension and the written communication sections, and the oral part includes the listening comprehension and oral communication sections.

Examination Period

The International ECL Examination Centre (hereinafter Examination Centre) has five examination periods annually. The exam months are February, April, June, September/October and November. At some examination sites the candidates have the opportunity to take the examination in German on the levels B1 and B2 in August. The exam times of each language can be seen on the website of the International ECL Examination Centre (<https://eclexam.eu/>).

Examination Site

ECL language exams can be taken at examination sites that belong to the ECL examination site network in Hungary or abroad. Candidates can get information about the possible examination sites on the website.

Application

Individuals turning 14 in the year of application may register for the ECL language exam. An online registration form has to be completed for the application on the website of the International ECL Examination Centre. Applicants can register online three weeks before the application deadline.

Proof of payment of the exam fee has to be sent to the exam site by e-mail, the application is not valid without this documentation.

The deadline of the application closes four weeks before the exam time.

A confirmation e-mail about the application and information regarding the payment of the examination fees is sent to each applicant using the e-mail address provided.

In case of a change in the name, address or any personal data, the candidate needs to inform the examination site in writing (electronically) as soon as possible so the changes can be put in the database. If this is not completed, the certificate will have incorrect data. The fee for reprinting the certificate will be charged to the candidate.

Application to More Languages or Levels

The ECL examination system allows candidates to apply to different languages and levels in the same examination period. However, for administrative reasons candidates cannot apply to the same language at different levels or to different languages at the same level.

Late Registration

Candidates may apply (for an extra fee) after the deadline of the application. The deadline for late registration can be found on the website of the ECL International Examination Centre.

Examination Fee

ECL examination centres receive a non-binding price recommendation but are allowed to set their examination fees independently. Detailed information on the currently applicable examination fees can be obtained from the respective examination sites.

Uniform examination fees apply in Hungary.

Payment of Exam Fees

Once the exam fee has been paid the candidate has the right to take the exam or postpone the exam for the next exam period (an application needs to be completed and an extra fee has to be paid).

The payment of the exam may vary according to examination sites. For an online application, candidates receive information about possible methods of payment. The exam fee may be directly paid to the given bank account or done by bank transfer. The confirmation of the payment has to be submitted to the examination site in person or via e-mail.

Invoice

A request for issuing the invoice can be made at the time of registration at the examination site.

Returning the Exam Fee

The exam fee cannot be refunded.

If the candidate does not appear for the exam, the exam fee will be lost if the candidate does not postpone the exam. Applying for a new exam is only possible by paying the exam fee again.

If the candidate cannot take the exam because of an urgent issue, the examination site may return 40% of the exam fee on the basis of a written request and a decision made about the circumstances. This request may be accepted only if it is received at least one day before the day of the exam. The fee for a postponed exam may not be refunded either.

Informing the Candidates about the Time and Location of the Exam

Candidates get informed about the time and location of their exams electronically 10 days before the exam. This information includes the candidate number generated by computer, details about the location and time of each part of the exam, and other relevant info (e.g. rules, sanctions, devices allowed, etc.).

Examination of Candidates with Disabilities

The Examination Centre provides an appropriate testing environment for people with disabilities to ensure equal opportunity. People with disabilities who are in possession of the required medical documents are entitled to get specific testing accommodations.

Candidates with special educational needs may take the exam in the framework of a special arrangement provided they request it in writing at their respective examination site. The form for this process is available at the examination sites and also electronically on the website of the International ECL Examination Centre.

Medical documentation has to be attached to the application in all cases. In case of a late submission of a medical certificate, individual arrangements cannot be ensured. In this case, the candidate may postpone the examination to the next examination date without paying a repeat fee.

The International ECL Examination Centre decides whether an individualised examination may be provided on the basis of a medical certificate. No changes in the content of the examination material will be made in individual cases; the deviations concern only the format of the examination material.

Postponing the Exam

Candidates may request to postpone their exam for a fee if they are unable to take the exam for well defined reasons. You can request postponement by sending a request form to your local exam centre. The exam can be postponed to the next exam date if it is accepted by the local exam centre.

A re-scheduled exam cannot be postponed again.

The request form is to be found on the website of the International ECL Examination Centre. When you submit the Postponement Request, your exam will NOT be automatically re-scheduled. Since it is a special procedure, candidates are asked to explain their reasons in detail, AND present supporting documents, proofs (e.g. medical certificate, official declaration of an authority). Personal or family reasons may be accepted as well.

If the candidate applied for a complex exam, only the full exam can be postponed until the next exam date/session. If the candidate has registered for a partial exam (only written or oral exam), the partial examination can be postponed. Individual skills (Reading, Writing, Listening, and Speaking) cannot be postponed separately.

Changing the Site and Date of the Exam

The candidate may not change the examination site after the payment has been made and the application has been accepted. Under certain circumstances, the original examination site and the newly chosen examination site may agree about the change by the second business day after the application deadline at the latest.

Changing the language, level or part of the exam

Upon written request, candidates can change the language, level or part of the exam they are taking if the payment of the exam fee has not been made. The candidate has to inform the examination site about this request.

The Process of the Exam

The written parts of the exam (reading comprehension, written communication and listening comprehension) start at a unified time at all examination sites on the day the Examination Centre has established. For complex exams, the exam starts with the written parts (reading comprehension and written communication), and the listening comprehension is administered after a break.

The oral exam may be conducted within two weeks after the written parts for each exam period. The oral exam takes place based on a schedule set by the examination site.

The Oral Part

The oral exam is conducted by two examiners. The oral exam may only be conducted by examiners who have completed the basic training and the regular professional development trainings for administering oral exams.

Candidates take the exam in pairs. When registering for the exam candidates, using the application form, have the opportunity to select partners for the oral communication exam and to note this on the application form. If they don't name anybody, a partner for the oral exam will be assigned randomly.

In the case of odd number of candidates, the examination sites form groups of three candidates.

No preparation time is allowed for the oral exam.

For quality control audio recordings of the oral exam are made. When signing the Application Form candidates accept the fact that their oral exam is recorded. The Examination Centre as well as the examination sites treat the audio recordings as confidential and may only be used by the Examination Centre and the Accreditation Centre for Foreign Languages of the Educational Authority for purposes of monitoring.

Conflict of Interest

When creating the Oral Communication examination boards and choosing the invigilators, the examination sites take into consideration any conflict of interest according to the law and the accreditation requirements.

Assistance, Correction of Mistakes

For the ECL Writing test candidates at all levels may use printed monolingual and bilingual dictionaries that are available in bookstores. Thematic dictionaries cannot be used during the exam. Other assistance (e.g. handwritten notes, list of words) is not allowed.

Dictionaries, word lists or other types of assistance are not permitted on the reading comprehension, listening comprehension and oral communication sections. Notes can only be taken only on the test papers. Correctors and pens with erasers are not allowed. Candidates can make corrections by crossing out their mistakes using a black or blue pen.

For the first task of the reading and listening comprehension, candidates have to mark the correct

solutions in the table on the answer sheet. Only clearly marked solutions will be accepted.

For listening and reading comprehension tasks with questions to answer based on what candidates have heard or read, short and precise answers should be given in a few words instead of using complete sentences. The answers should focus on the questions, and they should not include unnecessary information. If an answer includes details which are not part of the right answer, it is considered incorrect. For the reading tasks, answers that have been lifted from the text and include unnecessary information will also be considered incorrect. Only answers in brackets and crossed out are not considered part of a candidate's final answer.

Only answers marked on the answer sheet can be evaluated. For tasks where the letter of the correct answer has to be put in an answer grid, the correction can be done by crossing out, and the final answer has to be put in the same cell. Markers do not take into consideration any answers which are not placed in the table. The table for markers must be left empty by candidates.

Exam Safety Regulations

Only trained invigilators can conduct the written exams.

All candidates have to prove their identity with a valid picture ID (i.e. passport, driving license, identity card or residence permit). If a candidate cannot show any of these documents, the examination site must deny entry to the examination.

Candidates may not bring the following items into the examination hall: mobile phones, bags, books, notebooks, recording devices, or any other printed or handwritten material. All drafts have to be done on the test paper in the *Notes* section. Dictionaries may only be used for the writing test.

Final answers should be written in *black* or *blue* ink on the answer sheet.

No candidate may leave the exam hall before finishing the written parts, except for health reasons or if they need to go to the restroom. In such cases, candidates may leave the examination room only when they are accompanied by a supervisor.

Candidates Arriving Late to the Exam

If a candidate arrives when the instructions are being given during the reading comprehension and writing section, the candidate may enter the examination room, but no extra time can be provided for late arrivals. Candidates are not permitted to enter the examination room if they arrive during the listening comprehension section once the recording has begun.

Disturbing Events

If the candidate wants to report any disturbing event during the exam, then it has to be done right after the section of the exam in question. The report has to be in writing, and it has to be submitted to the head of the examination site or his/her deputy immediately after the exam.

Cheating and Misbehaviour

In order to detect candidates hired to take the exam under someone else's name, the ECL examination sites strictly check the identity of the candidates and also compare their ID cards with the answer sheets they submit. These will remain on the exam candidates' desks during the written exam and will be shown for control purposes when the answer sheets are handed in.

In case of a fraud (e.g. hired test taker), a report has to be made and the examination site informs the Examination Centre. Both candidates (the one who was hired and the one who hired) will be

disqualified from taking any further ECL exams.

For verified cheating (copying someone else's test, using unpermitted tools, etc.) the candidate's exam will be annulled and the candidate may be disqualified from the possibility of taking future ECL language exam. If it is determined during the rating of the written exam that a candidate plagiarized from the internet or any other source, this is considered exam fraud; therefore, the Examination Centre annuls the score given on this particular task.

Candidates are not allowed to pass information or material to one another during the exam. Candidates are not permitted to copy from one another or from anyone else, or to help one another in any way.

If any misconduct occurs, the invigilator must report the details to the head of the examination site and, if pertinent, may discontinue the exam of the candidate(s) involved. This action is taken if the invigilator finds that disciplinary action is necessary for exam safety and to ensure an ideal environment for all other candidates completing the exam. A report must be made about the incident.

In accordance with the applicable guidelines for the conduct of the examination, the International ECL Examination Centre has the authority to cancel an examination if there are violations of these guidelines. In such cases, the results of the exam in question will be declared invalid and the participating candidates will not receive an evaluation. Furthermore, the Examination Centre reserves the right to exclude such candidates from participating in future examinations.

In situations where serious violations pose a significant threat to the fairness and equal treatment of all examination candidates, the Examination Centre may also decide to temporarily or permanently close the examination site in question.

Confidentiality

Everybody taking part in conducting the language exams signs a Declaration of Confidentiality.

Copyright

The test materials are under copyright. It is forbidden for the examination site or others to copy or photocopy any blank or completed test papers or answer sheets.

Assessment and Calculation of Results

For each skill two assessors evaluate candidates' performance. A maximum of 25 points may be given for each skill. The reading and the listening comprehension tasks have 20 items each, and each item is worth 1.25 points. For both the reading and listening comprehension tests there are two tasks for a total of 40 questions.

Analytical assessment scales with five criteria are used for the assessment of the written and the oral communication tasks. The candidate can receive a maximum of 5 points for each criterion from each rater and for each task on the writing exam. The maximum score on the writing task is 100 points. On the basis of the two raters' points, the software uses the point average to decide the final points.

Two assessors individually grade candidate performance on the oral communication section. The two examiners reach a consensus with regards to the final score after the exam.

The results of the listening and reading comprehension are analysed with the help of statistical methods at the Examination Centre. Corrections are made when the result of the statistical analysis mandates this process. During the correction, items that did not function well are neutralised and the

points for those particular items are awarded to all candidates whether or not they provided the correct answers.

Reporting Results

Candidates will be informed about the exam results no later than the 30th day after the written exam.

International and Accredited Certificate

Candidates may apply to take a complex exam or a written or oral partial exam. Certificates are awarded to those candidates who are successful on a complex or partial exam.

The candidate is successful on an oral partial exam if he/she achieves at least 40% of the total score on both the listening comprehension test and the oral exam, and if the average of the two parts is a minimum of 60%.

A written partial exam is successful if the candidate achieves at least 40% of the total score in both the reading comprehension and the writing test, and if the average of the two parts is a minimum of 60%.

If the candidate applied to take a complex exam and achieved a minimum of 40% in each parts of the exam (reading comprehension, written communication, listening comprehension and oral communication), and the average of the four parts of the exam is a minimum of 60%, he/she receives a certificate verifying that they successfully passed the complex exam. At the same time, if the candidate is only successful on the written or oral partial exam, he/she receives a certificate verifying that they have passed a partial exam.

Language exam certificates are sent from the Examination Centre to those examination sites where the exam was taken. Language exam certificates are sent by the examination sites to the candidates.

ECL certificates in German and English are monolingual and provide information about the result in the target language. Certificates of the other examination languages are bilingual and provide information about the result in the target language and in English. The reverse side of the certificate contains a brief description of the language competencies to be demonstrated at the corresponding level.

Inspection of Exam Results

At a date previously agreed upon, the candidate and, in the case of an underage candidate, his/her legal representative may inspect all of their written test results (with the written tasks and the criteria for assessment), their oral exam assessment results, and their monologue recording of the oral exam.

The inspection is possible only in the International ECL Examination Centre. The request form for inspection can be found on the website <https://eclexam.eu/>.

The request must be submitted to the head of the Examination Centre via e-mail within 15 days after the announcement of the examination results.

45 minutes are available for the inspection. During the inspection hearing the candidate may take handwritten notes about their work and what he/she says during the review. Electronic equipment (photocopier, smartphone, etc.) cannot be used to take notes about the written test or record the oral exam during the meeting.

Review and Re-evaluation

Candidates may request a review within 15 days after the results were made public. A review may be requested independently from inspecting the test.

Candidates have the right to submit two types of requests for review:

1. The candidate may request a review by reference to infringement of the law, or miscalculation of the score.
2. The candidate may request the re-evaluation of their written tests and oral exam by a third assessor.

The request for review/re-evaluation form can be downloaded from the ECL website (<https://eclexam.eu/>). The “Request for Review/Re-evaluation” form must be submitted at the local examination site within 15 days after the results were made public.

The head of the Examination Centre makes his/her decision with respect to the request for review/re-evaluation including a detailed professional opinion within 15 days and informs the candidate about the decision in a letter. In the case of a request for review/re-evaluation, the Examination Centre may modify the exam results. If a candidate successfully passes an exam after conducting a review/re-evaluation, the Examination Centre refunds the candidate the fee paid to review the section(s) of the exam in question and issues a language exam certificate.

Issuing Duplicate Certificates and Correcting Erroneous Certificates

If a certificate recognized by the state gets destroyed or lost, the Accreditation Centre for Foreign Language Examinations of the Educational Authority issues a duplicate (official verification) upon the request of the candidate. Requests for duplicates should be submitted to the International ECL Examination Centre or the local examination centre. A deposit slip must be attached to the request. The relevant form can be downloaded from the Examination Centre’s homepage.

If the certificate contains erroneous data, upon the request of the candidate and depending on the nature of the error, the Examination Centre issues a new certificate (e.g. in the case of a misspelled name within one year after the certificate was issued, or for gender and name changes) or an official verification (e.g. lack of second Christian name, wrong place or date of birth). The cost of the duplicate is paid by the party responsible for the incorrect information.

Archives

The assessed answer sheets and the audio materials of the oral communication exam are stored at the Examination Centre for three years.

Data safety

The information on the data protection of the Examination Centre can be found on its website: https://eclexam.eu/wp-content/uploads/Regulations_for_Protecting_Data_University_of_Pecs.pdf

The current exam regulations are valid until modified.

Pécs, 05. 07. 2023.