



**APPLICATION
FOR OPENING A NEW
ECL EXAMINATION SITE**

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Name of the examination site	<input type="text"/>
Estimated number of candidates for the year after submitting the application	<input type="text"/>
Payer's billing information Name Address of Institution International Tax number	<input type="text"/> <input type="text"/> <input type="text"/>
Bank details Name Account owner IBAN-number SWIFT/BIC	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Postal address (if different from the examination site's address)	<input type="text"/> <input type="text"/>
Addresses where exams are conducted	<input type="text"/> <input type="text"/> <input type="text"/>
Phone number(s)	<input type="text"/>
E-mail address	<input type="text"/>
Website	<input type="text"/>
Name of the examination site's manager Phone number E-mail address	<input type="text"/> <input type="text"/> <input type="text"/>

Documents required to be attached to the application

(Please mark if you have attached the indicated document to the application)

Proof of payment of the registration fee

Personnel data sheet (refer to the attached file)

Description of customer service operation (refer to the attached file)

List of rooms to be used during the exam (refer to the attached file)

Floor plan supplemented by data including the number and size of rooms and photos that show the exam rooms

List of examiners (refer to attached file)

list of staff (refer to attached file)

Other notes:

Statements by the applicant

(Please mark!)

<input type="checkbox"/>	I declare that I have trained the people for their assigned activities listed in document titled: "Staff and faculty data sheet" to perform their task.
<input type="checkbox"/>	I ensure the presence of at least one standby invigilator at the examination site. The head of the examination site or his / her deputy shall be available during the entire exam and shall not provide room supervision.
<input type="checkbox"/>	I declare that in all rooms (room for the written part of the exam and room for the listening and speaking part of the exam) each candidate has an area of at least 3 m ² , and it is ensured that candidates are not able to see each other's test papers and are not able to communicate with each other in any way.
<input type="checkbox"/>	I declare that I am responsible for the accurate and complete information published on the examination site's website.
<input type="checkbox"/>	I declare that the examination site ensures that the rooms are available and prepared for examination (heated in winter, proper technical equipment, etc.) for the set exam dates.
<input type="checkbox"/>	I declare that I am responsible for avoiding any conflicts of interest and also for conducting the examination in a proper manner.
<input type="checkbox"/>	I declare that the declarations of confidentiality of the staff at the examination site can be found in the archives of the examination site and can be inspected any time in case of an on-site inspection.
<input type="checkbox"/>	I declare that the examination site is also related to other examination centre(s). Please name those exam centres: <input type="text"/>
<input type="checkbox"/>	I declare that digital audio recording of the oral exam is provided at the examination site.
<input type="checkbox"/>	I declare that the has its own safe or plate cabinet for storing test papers and other documentation. The place where the examination documents are kept must be continuously monitored with security cameras. The examination center can request these recordings.
<input type="checkbox"/>	I declare that the examination site ensures that cameras are installed in the examination room, which transmit and record the entire course of the entire exam in picture and sound, so that the international examination center can carry out random checks of the process. The examination center can request the recordings.

I hereby confirm the accuracy of the information and apply for accreditation as an ECL examination site.

place, date, signature

ANNEXES

Staff Data Sheet

<p>Contact details of the Head of the Examination Site:</p> <ul style="list-style-type: none"> • name • Phone/mobile • e-mail 	
<p>Contact details of the Contact Person at the Examination Site:</p> <ul style="list-style-type: none"> • name • Phone /mobile • e-mail 	
<p>Number of employees in administration:</p>	
<p>List of examiners accredited by the International Examination Centre to be employed at the given examination site.</p> <p>Please send the résumés and certificates as well as any existing accreditations.</p>	
<p>The estimated number of examiners to be trained later for the given examination site</p>	
<p>List of employees who are responsible for the technical handling of the exams</p> <ul style="list-style-type: none"> • name • phone number • e-mail-address • training& experience • availability 	

Presentation of Customer Service at the Examination Site

Customer service address:	<input type="text"/>
Contact details of Customer service: <ul style="list-style-type: none">• Phone/mobile• e-mail	<input type="text"/> <input type="text"/>
Customer service hours:	<input type="text"/>
Name of the Head of Customer Service:	<input type="text"/>

Presentation of the customer service activities and equipment:

