



Exam Center Terms and Conditions

- EERDE
- INTERNATIONAL
- BOARDING SCHOOL
- NETHERLANDS





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Terms and Conditions

As a private candidate you take full responsibility for filling the exam application accurately, and for being aware of the conditions and fees on the Exam Application form. Eerde International Boarding School (hereafter Eerde IBS) cannot be held responsible for mistakes in the completion of your form. You MUST familiarise yourself with the rules of examinations which will be sent together with your statement of entry.

You will also behave accordingly on our premises and when communicating with our staff. Threatening and abusive behaviour will not be tolerated and will always be reported to the Awarding Bodies and appropriate authorities.

Data Protection

- Our data protection is according EU legislation:
<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=COM%3A2017%3A7%3AFIN>
- We work with Cambridge International Education and Assessment and we may forward your details to them for the purpose of exam registrations. We will fill in application forms on behalf of you and submit applications adhering to their terms and conditions.

Exams and Registration

- You are solely responsible for answering all questions in the application form honestly, completely and to the best of your knowledge and also for ensuring that any assumptions are correct. Failure to do so may lead to incorrect exam registrations and to not being able to sit for exams.
- Eerde IBS cannot be held responsible for mistakes in completion of your form.
- You are solely responsible to ensure that any exam or services you purchase meets your needs.
- We are not responsible for your grades and marking as we only facilitate exams on behalf of exam boards.
- If you have not sat any examinations before in the UK, you will not have a UCI or ULN. If you have a UCI and ULN then you can find it on your previous certificates and Statement of Entry, along with your school's Centre Number.





Access Arrangements

- If due to special circumstances you are entitled to access arrangements you must inform IBS Eerde through the enrolment document. Supporting documentation is also expected together with the enrolment documentation. Special requirements must be approved by the exam board, it is your responsibility to submit the proper evidence. Through contact with the Eerde IBS exam officer the possibilities and requested evidence can be discussed. Eerde IBS is not obligated to offer access arrangements but we will try to facilitate these if we can.

Exam Fees

- Most fees are displayed clearly on our website. Due to the nature of some exams (with coursework/practical/orals) fees can deviate.
- Once the registration form is completed, we will calculate the total payment and you will receive an invoice which provides an overview of the various syllabi and their components.
- Entries will not be made until payment is received in full.

Statement of Entry and Exam Timetable

- When your registration and payment is processed, a Statement of Entry will be emailed to your email address.
- You have to go over the Statement of Entry carefully for any errors and notify us as soon as possible (within 3 days of issue) to resolve any issues. Any changes requested after 3 days of issue, will incur an additional 30 euro extra administrative charge on top of the possible late entry fees that might be applicable.
- You will receive an exam timetable, sometimes clashes of subjects in conjunction with Key Time rules require us to keep you under full centre supervision (FSC) for a certain period of time.

<https://help.cambridgeinternational.org/hc/en-gb/articles/115004324629-What-does-Full-Centre-Supervision-mean->

Refunds and Cancellation

- Any cancellation requests must be emailed to us as soon as possible, we will look at the costs we have already made and will share with you an outline of these. Keep in mind that we will also charge time invested at that stage.
- If you are eligible for a refund this will be paid after a deduction of all costs we made so far.





Exam Day

- You must arrive half an hour before the timetabled exam time. (We cannot accommodate late arrivals.)
- You must bring your valid passport.
- You must bring the correct stationery required to complete your examinations. No other items are allowed into the exam room, including bags, mobile phones, smart watches etc.
- No food or drink is allowed in the building. Only water in clear plastic bottles with no labels or markings is permitted and distributed by IBS Eerde.
- We reserve our right to evict a candidate from an exam in the event of breaches to the above, or for any act that disrupts other candidates and staff.
- Please note that there will be NO REFUND of any fees for absent of any exams by any reasons or when a candidate will be asked to leave for not adhering to the rules as displayed in the exam hall.

Results Day

- Results can be obtained online, after the entries have been made, you will receive your personal login credentials. Usually you will receive these before the start of the examination series.
- When certificates are issued by the exam board, Certificates can be collected free of charge in person with the required identification. A charge of a minimum of 15 euro apply for administration and recorded delivery if you require us to post out your certificate(s). Depending on where we have to send the certificate we may charge a higher figure.

