

## Procedures for Registering for External Exams

All students registered for long-term programmes at the Emerald Cultural Institute are obliged to register for and sit an approved English-language examination. Examinations on the approved list, for which preparation is possible at the Emerald Cultural Institute include: The Cambridge English Examination suite, IELTS, TIE, ETAPP and Trinity ISE. The procedure for registering candidates for exams is overseen by the Assistant Director of Studies, ([Miriam@eci.ie](mailto:Miriam@eci.ie), +35314973361).

### *Cambridge examinations*

- One week in advance of the closing date candidates reminded of the deadline for registration and payment of fees
- Five days in advance of the exam registration closing date students complete the group application form which is submitted electronically to [cambridge.ESOL@alc.ucd.ie](mailto:cambridge.ESOL@alc.ucd.ie)
- Where appropriate candidates under the age of 18 need parental consent to have their photos taken on the day of the test – without the signed declaration form they will NOT be allowed to take the test.
- Results are normally available about 6 weeks after the exam; the confirmation of entry for each candidate contains a unique ID number and a secret number along with website details so that results can be accessed on-line. Certificates arrive between 9 and 12 weeks after the test.

### *IELTS registration*

For IELTS examinations students register on an individual basis through the ECI Academic office. IELTS preparation classes are provided at different levels from 4.5-5.00 up to 7+. Students do not have to register as part of a block booking and examinations are available monthly in UCD. Where an examination date is not available in UCD students can be registered in another IELTS examination centre.

Students have to provide:

- a scanned copy of the photo page in the passport with the passport number clearly visible
- a completed, signed application form

The examination centre then sends confirmation of registration to ECI and to the student. All information regarding the timetable and examination day details is sent directly to the students by email. Students can also access their results electronically using the individual access code provided on their entry forms.

### *TIE AND ETAPP registration*

For groups of students the TIE examination can take place at ECI. For individuals, or smaller numbers, students register for the examination through ECI and sit the examination in the IELTS premises on Leeson Street any Thursday afternoon. Applications for TIE must be made at least ten days in advance. The ETAPP exam takes place on set dates for individuals and must be booked at least ten days in advance. Confirmation of registration and copies of results are sent to ECI to be passed on to candidates.

Students have to provide:

- a completed application form
- Official photo I.D.

### *TRINITY Registration*

ECI is a registered centre for the Trinity examinations. Once a date has been confirmed for the examination, a booking reference is allocated by Trinity and student names can be entered for the scheduled examinations.

Confirmation of registration and copies of results are sent to ECI.

Students have to provide:

- Official photo I.D.