

## **Rules and Conditions for Taking the Swedex A2/B1 and B2/C1 Language Exams at the InterLanguage Language Center**

1. The Swedex language exam assesses candidates' current language proficiency according to the criteria set by the Common European Framework of Reference for Languages (CEFR).

2. Applications for the exam must be submitted in writing using the application form. The application form can be completed online or in person at the InterLanguage Language Center's customer service.

By completing and signing the declaration form, the candidate agrees to the current rules and conditions for taking the Swedex exam at InterLanguage Language Center.

Additionally, the candidate must submit an electronic or photocopy of an identification document (national ID card or passport) along with the application.

3. The minimum age to apply for the exam is 14 years. For candidates under 18, a parent or guardian's signature is required on the application form. If a candidate wishes to take the Swedex exam and is younger than 14, special permission must be requested.

4. Candidates applying for the Swedex exam can not have Swedish as their native language.

5. The exam will take place at 1056 Budapest, Váci utca 47., in the training center of the InterLanguage Language Center. Candidates are requested to check in at the customer service office, Room 317, located on the third floor prior to the exam.

6. Candidates must bring an identification document along and present it to the designated representative of the Language Center upon arrival (prior to the exam).

7. The Language Center will notify participants in writing, via email, about the exact schedule of the exam at least one week prior to the exam date.

Participants must arrive at the exam location 15 minutes before the scheduled start time.

8. The candidate acknowledges that if they arrive late for the exam, they will not be allowed to join the ongoing part of the exam. They may take that part at a later date for an additional fee in a form of a partial exam.

9. The exams are not public. Only candidates who have registered on the application form may participate in the exam parts.

In case of minor candidates, waiting areas will be provided for parents or guardians.

10. An attendance sheet will be used for each part of the exam to verify attendance.

11. The candidate agrees that the use of any aids is prohibited during the exam. Additionally, candidates may not communicate with each other during the exam or seek advice or answers, except the paired oral exam exercise. In the event that the candidate violates the rule, that specific part of the exam will be invalidated.

12. Candidates are prohibited from bringing technical devices into the examination room, including mobile phones, computers, smartwatches, and any recording or playback devices.

13. Candidates must bring their own writing instruments for completing the exam tasks, which must be blue ballpoint pens. They acknowledge that the exam tasks may only be completed using blue ballpoint pens.

14. Drafting is not permitted during the exam parts.

15. Exam tasks may only be completed and submitted on the provided exam papers.

16. Candidates may make clear corrections on their answer sheets using strikethroughs and indicating new answers.

No correction fluid or tape may be used, and all corrections must be made by striking through. If a candidate marks more than one answer for any question, those responses cannot be evaluated.

17. The candidate agrees and consents to having their oral exam recorded by the examination committee appointed by the InterLanguage Language Center. They accept that the recording will be sent to the Swedex examination center in Sweden for evaluation.

18. The candidate consents to the InterLanguage Language Center sending a copy of their identification document to the Swedex center in Sweden for issuing the language exam certificate.

19. The InterLanguage Language Center will issue an invoice for the Swedex exam fee, which will be sent to the candidate electronically.

The exam fee must be paid by the deadline indicated on the invoice.

Failure to do so will result in the application being considered invalid.

In the event of non-payment of the examination fee, the candidate will not be eligible to participate in the examination.

20. Candidates may cancel their exam registration under the following conditions:

- Cancellations must be made in writing by the person who registered for the exam or, in the case of minors, by their parent or guardian. Cancellations can be submitted via email, registered letter, or in person at the InterLanguage Language Center's customer service.
- If a candidate cancels their participation at least 15 days before the scheduled exam date, the full prepaid exam fee will be refunded.
- If cancellation occurs between 14 and 8 days before the exam, 75% of the prepaid exam fee will be refunded.
- If cancellation is made within 48-168 hours (7 days) before the exam, 65% of the prepaid exam fee will be refunded.
- If cancellation occurs within 48 hours of the scheduled exam or if the candidate fails to appear, no refund of the prepaid exam fee will be given.

Exceptions may be made for verifiable force majeure cases, which must be requested in writing from the InterLanguage Language Center.

21. Each part of the exam is evaluated separately.

The reading comprehension and listening comprehension sections are assessed based on the score achieved. The speaking and writing skills are evaluated by examiners using specific criteria. Results will be reported separately for each part, meaning that proficiency levels may vary across different sections.

A candidate can receive a certificate for a specific language level only if they achieve that level in all four exam parts.

22. The overall exam result is determined by the lowest score achieved. For example, if a candidate performs at C1 level in three sections but at B2 level in one section of the B2/C1 exam, the overall result will be at B2 level. Candidates will also receive confirmation of their individual section results. If a candidate scores below A2 in the A2/B1 exam, an A1 level certificate may be issued. Similarly, if a candidate scores below B2 in the B2/C1 exam, a B1 level certificate may be issued.

23. If a candidate performs at a lower level in one section than in the others, they may take that part as a partial exam for an additional fee. The deadline for taking the partial exam is 6 months after the original exam date.

24. The candidate acknowledges that the language exam certificate will be issued by the Swedex center in Sweden and made available through the InterLanguage Language Center. Candidates will be informed by email about the arrival of the certificates and their availability for collection.

Once the results are published by the Swedish exam center, candidates will be notified by email. It is important to note that grading may take at least three weeks after the exam date.

25. The candidate acknowledges that they will not have access to the exam tasks after completing the exam.

26. Candidates may request re-evaluation of individual exam parts within 6 months following the publication of results, but only after the results have been released.

Re-evaluation requests must be submitted to the Swedex center in Sweden for an additional fee, at the following email address: [swedex@folkuniversitetet.se](mailto:swedex@folkuniversitetet.se).

27. A Swedex exam certificate may be reissued within 10 years of the exam for an additional fee, for example, in case of loss of the original certificate.

28. The candidate accepts that they will inform the InterLanguage Language Center of any personal circumstances that require special consideration during their participation in the exam at the time of their application for the language exam. The Swedish Swedex Center will then determine which supporting documents are needed, and the procedures will be specified for each case. The candidate will be informed in writing by the InterLanguage Language Center.

29. The candidate acknowledges that the Swedish Swedex center will retain completed exam papers and recordings from the oral exam for 6 months after the results are published.

The InterLanguage Language Center will destroy the exam papers and recordings at the time of result publication.

30. If a candidate wishes to raise an objection regarding any exam-related circumstances that may have caused them concern, they must submit their comments immediately after the relevant exam part. The objection must be submitted in writing to the responsible staff member present at the Language Center right after the exam part.

31. Interlanguage-Viriditas Educational Services Ltd. Co. is obliged to handle the personal data of the Participant in accordance with the law of Right of Informational Self-Determination and Freedom of Information (Act CXII of 2011) and Regulation 2016/679 (GDPR) of the European Parliament and Council (EU).

The data handling of Interlanguage-Viriditas Educational Services Ltd. Co. is in compliance with paragraph (1) point (b) of article 6. of the GDPR.

Interlanguage-Viriditas Ltd. processes all data in accordance with the aforementioned laws, its Privacy Policy, and the information provided in its data processing notice. The Data Processing Notice of Interlanguage-Viriditas Ltd. can be viewed on its website at <https://www.interlanguage.hu/ugyfelszolgalat/adatkezelesi-tajekoztato/>.

32. The contact details of the InterLanguage Language Center are as follows:

Customer Service Address: H-1056 Budapest, Váci utca 47., 3<sup>rd</sup> floor, room 317.

Mailing Address: H-1053 Budapest, Királyi Pál utca 10. 3/4

Email: [mail@interlanguage.info](mailto:mail@interlanguage.info)

Phone Number: +36203404411 or +36202227653