For anyone who needs to sit UK school, university or professional examinations and for any British board wishing to run examinations in Romania, we provide the following services:

- Receipt and secure storage of examination papers
- Notification of examination venue and times to candidates, where required
- Hire of examination venue
- Qualified invigilation and supervision
- Administration of the examination according to the examining boards regulations
- Collection and despatch of examination papers by courier to the examining board
- Notification of results to candidates, where required

## Fees, penalties for cancellation and payment methods

The local administrative fees are:

**£210 for an exam which lasts 2.5 hours or less.**

**£230 for an exam which lasts longer than 2.5 hours.**

This does not include courier costs for the despatch of materials. Where boards do not cover despatch costs, each candidate will have to pay the respective amount concerning **the courier fees.**

For cancellations and absences due to illness or bereavement, an administrative fee of 200 lei will be retained, give that supporting documentation is forwarded to British Council no later than 5 days after the exam.
For cancellations announced less than 5 calendar days before the exam date, the fees will not be refunded.

The local administrative fee and the courier fee have to be paid at least **ten days before** the date of the first exam in a session.

Fees can be paid only by bank transfer from a bank where you have an account into our account at Citibank Europe plc, Dublin – Bucharest, beneficiary **British Council - Exams,** fiscal registration code **C.U.I. no. 9000 0000 26598,** account number **IBAN RO88 CITI 0000 0008 2601 2196.** Please write your name and the name of the examination on the *ordin de plată* in the *reprezentând* section.

Please check with the exams coordinator the **British Council** GBP/RON exchange rate before paying.