

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 **£50 per session**.

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.