

## INFORMATION FOR APPLICANTS

### BEFORE THE EXAM

- Read all exam information on this website.
- Take a close look at what the test looks like and where the answers are written. Always read carefully the beginning of the task (assignment) and the pattern (model) of the answer. It is very important to know exactly what is expected of you at the exam.
- Then, take the [Practice Test](#).
- Based on the results of the Practice Test, you decided if you will take the exam or study some more.
- To prepare for the exam, you can use, for example, the Czech language courses at the [integration centres](#), the teaching materials on this website or on the Facebook page [Zkouška z češtiny pro trvalý pobyt](#) (Exam in Czech for Permanent Residence).
- Select the date and school where you want to take the exam. Beware, the school must offer that date and must have a place available!
- You must register for the exam at least 14 days before the exam and fill in the following personal data: name, surname, date of birth, citizenship, passport number, contact address in the Czech Republic (for sending the certificate), telephone and e-mail contact. It is not possible to register for the exam later!
- No later than 7 days before the day of the exam, you can apologize yourself from the exam either in person or in writing, a later apology, except for health or serious personal reasons, is not possible.
- No later than 7 days before the exam, you must come to school with a valid travel document and hand in the Voucher (if you have one) or pay for the exam.
- If you have health or serious personal problems during the exam, you can apologize yourself from the exam. However, you must inform the school immediately and send a written confirmation.

### ON THE DAY OF THE EXAM

- You must present your travel document when registering.
- Then, sign the attendance sheet.
- You must come to the exam 30 minutes before the scheduled start. If you arrive late for the exam, you can no longer take the exam the same day; therefore, you must agree with the school on another date for which you must already pay.
- During registration you will receive a card with a registration number, under which you will take the whole exam.
- After entering the examination room, the examiner will take you to your place at the table, where you will place your travel document and the card with your registration number on your table. The passport and card will be on the table throughout the written exam.
- You must always switch off your mobile phone in the examination room.

- You must also deposit your bags, books, notebooks, recording devices, cell phone, and all electronics so that they are in a place where everyone can see but not near you.
- You take both parts of the exam (written and oral) on one day.
- During the written exam, you will receive instructions from the teacher and from the video. The written exam lasts a total of about 110 minutes. There is a break after the first hour.
- During the written exam, you may not leave the room during the written exam, so we recommend that you visit the restroom before the start of the written part of the exam or during the break.
- You may enter the examination room only with the permission of an employee of the school.
- During the exam and after the written part of the exam, you will hand in all parts of the exam (i.e., the answer sheets and assignments) and the card with the registration number.
- When you have done the written part, you will find out in which order you will go to the oral exam. As a matter of priority, the oral exam is taken by people with special needs, candidates with special needs, pregnant women, etc.
- Employees of the school will inform you what time and where the oral exam will take place. You must arrive for the oral exam on time according to the specified time.
- Before entering the room where the oral part of the exam takes place, you will present your travel document and receive the registration number card again.

#### **AFTER THE EXAM**

- You can find out the result of the exam on the website or directly from the school staff within 9 days of the exam transpiring.
- If you successfully pass the exam, you will either pick up the certificate in person at the school or the school will send it to you within 30 days to the address you provided in the application.
- If you do not pass the exam, you can repeat the exam at other times. You have to pay for each corrective exam.
- You can take the exam a maximum of 3 times a year.
- Please note that according to the testing rules, you cannot personally look in the exam documentation in person, i.e., you cannot see the exam assignment or the answer sheets!