

INFORMATION FOR CANDIDATES

BEFORE THE EXAMINATION

- Read all of the information on the examination on this website.
- Acquaint yourself with the format of the examination. You need to know what is expected of you on the exam. Look at what the exam looks like and where you will write your answers.
- Take the practice test to see your level of Czech.
- If you are not successful, you need to prepare for the examination, for instance somewhere in a Czech language class.
- Select a date and a school, where you want to sit the examination. Be careful, the school has to offer the date and has to have free places!
- At a time sufficiently before the examination, you need to register and fill in these data: first name, surname, passport number, sex, nationality, place of declared residence in the CR, date of birth, place of birth, telephone and e-mail contact.
- Before the examination, you have to turn in the Voucher (if you have received one) at the school or you need to pay for the examination.
- If you become ill at the time of the examination, you must excuse yourself from the examination. Nothing except illness is an excuse. You must have confirmation from a physician.

ON THE DAY OF THE EXAMINATION

- During registration on the day of the examination, you must present your travel document.
- Then, you must sign the attendance sheet.
- If you arrive late for the examination, you cannot sit the examination on that day; you must subsequently agree to another date with the organizer of the examination.
- During registration you will receive a card with a registration number, under which you will take the whole examination.
- 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 registration number card on the table. Both items must lie on the table for the entire time of the written examination.
- You must always have your mobile phone switched off in the examination room.
- You must also store your bags, books, notebooks, recording devices, mobile phone, and all electronics in a place where everyone can see them but not near you.
- You cannot leave the room during the written examination, so we recommend that you go to the toilet before the written part of the examination.
- You may only enter the examination room at the instruction of a school staff member.
- After each part of the written part of the examination, you submit the assignment and completed answer sheets. At the end of the written part of the examination, you hand in the card with the registration number.

- During the written examination, you will receive information on when and where you will be informed of the results of the written examination.
- If you do not pass the written examination, you can repeat the examination on other dates. You must pay for each retake of the examination.
- When you have successfully completed the written part, you will find out in which order you will take the oral examination. Candidates with special needs, pregnant women, etc will be given preference in taking the oral examination.
- School staff members will inform you at what time and where the oral examination will be held. You must arrive for the oral examination on time according to the specified time.
- Before entering the room where the oral part of the examination takes place, you will present your travel document and receive the registration number card again.
- After the end of the oral examination, wait for the results.

AFTER THE EXAMINATION

- If you successfully complete the oral part of the examination, you will receive a Certificate of Knowledge of the Czech Language.
- If you do not succeed on the oral part of the examination, you can repeat the examination on other dates. You must pay for each retake of the examination.
- If you want to retake the examination at the same school, we recommend that you register for the next free date of the examination.
- We warn you that on the basis of the codex of examining it is not possible to look at the documentation of the examination personally, i.e. you cannot see the assignments of the examination or the answer sheets!