



**Procedures for conducting the ACERT certification exam  
in a foreign language for first-cycle full-time students  
Centre of Languages and Communication  
Poznan University of Technology**

**General procedures**

1. Each student completing a language course is required to take the exam in accordance with the study schedule\*.
2. Students register for the exam electronically. Announcements about the dates for exam registration are sent to the dean's offices of individual faculties before each exam session. The address of the exam registration page and registration dates are available on [www.clc.put.poznan.pl](http://www.clc.put.poznan.pl).
3. Foreign language exams, both in the summer and winter semester, are held on the first day of the exam session (written part) and on the second and third day of the exam session (oral part). Exams are held 4 times a year.
4. A sample written exam is available on [www.clc.put.poznan.pl](http://www.clc.put.poznan.pl) in the Students >> Final exam tab. Detailed information concerning the exam is provided to students by their teachers during classes.
5. Students with a disability certificate take the exam after the consultation with the Office for People with Disabilities.
6. Formal dress code is required for both parts of the exam.

\* Certain certificates and exams may be the grounds for exemption from taking the written part of the exam. Relevant details are available on [www.clc.put.poznan.pl](http://www.clc.put.poznan.pl).

**Written exam procedures**

1. The date of the exam is set on the first day of the exam session.
2. Students come to designated rooms of Poznan University of Technology 30 minutes before the exam starts. Information about the number of the room in which the written exam takes place is e-mailed to students 3 days before the exam is held.
3. To take the exam, students are required to present their identity card with a PESEL (Citizen Identification) number or a student identity card.
4. After entering the room, students take a seat in designated places.
5. Before beginning the written exam, students turn off their mobile phones and leave their personal belongings in the place designated by the Examination Board.
6. Answers in the written exam must be provided in designated places using a pen.
7. The title page of the exam must contain the following information: student's name and surname in capital letters, student register number, PESEL (Citizen Identification) number and the date of the exam.



8. The exam lasts 120 minutes.
9. The exam begins with the first of two listening comprehension tasks. Each recording is played twice with an interval of one minute.
10. Students declare their readiness to complete the exam by raising their hand.
11. A member of the Examination Board collects the exam sheet and allows a student to leave the room.

### **Oral exam procedures**

1. Students participate in the oral exam in accordance with the schedule published 7 days before the exam.
2. The oral exam is carried out by a two-member Examination Board. The Board designates two students who take part in the oral exam.
4. Students come to designated rooms of Poznan University of Technology 30 minutes before the exam starts according to the previously set schedule.
5. The oral exam is recorded in digital form.
6. Students are informed about the result of the exam immediately after the consultation has been held by the Examination Board.