

MINISTRY OF NATIONAL EDUCATION AND RELIGIONS
CENTRE FOR THE GREEK LANGUAGE

CERTIFICATE OF ATTAINMENT IN GREEK

Regulations for the establishment of examination centres

Thessaloniki

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INTRODUCTION

The *Regulations for the Establishment of Examination Centres*¹ are meant for directors and other competent authorities in institutions wishing to undertake the conduct of examinations for the certificate of attainment in Greek. The *Regulations* accompany the relevant document of the application form and aim at informing any interested parties as to the requirements for the proper conduct of the examinations.

The competent authorities of interested institutions are advised to carefully study all details of these regulations and to submit the relevant application to the Centre for the Greek Language (hereafter, CGL) for consideration, only in case they are certain that their institution fulfils all requirements and they are willing to follow all regulations as described in this booklet.

Ideally, an institution wishing to be recognized as an examination centre already functions as an institution teaching Greek and/or other languages, so that personnel and classrooms for the conduct of examinations are available. In all other cases, the institution must ensure its viability as an examination centre, i.e. the availability of personnel and classrooms for more than one year.

¹ This booklet is also available in Greek, French and German.

TABLE OF REGULATIONS AND TERMS OF COOPERATION

Examination Centre	Centre for the Greek Language
<ul style="list-style-type: none"> • conducts a market search • completes the application form • submits the application form to the CGL by the end of the third week of November • secures immediate and unimpeded communication • publicizes the examinations in all possible ways • reports to the CGL concerning publicization • keeps deadlines • informs and serves potential candidates as required • provides information/training to teachers of Greek in the area • secures availability of the necessary expert personnel • immediately submits to the CGL of all necessary forms and registration materials • holds a respective percentage of each registration fee to cover costs • immediately deposits the remaining examination fees • sends the relevant bank receipt to the CGL • safekeeps examination materials • opens a bank account in € for the deposit of registration fee by the candidates • immediately dispatches to the CGL all examination materials (used and unused) after the examination • immediately notifies candidates as to the results 	<ul style="list-style-type: none"> • replies to the application, positively or negatively, by the end of November • determines and publicizes examination dates by the end of October of the precedent year • dispatches relevant guidelines • dispatches materials necessary for registration of candidates • dispatches relevant information • dispatches examination materials 10 days before the examination • dispatches full results in late July • dispatches certificates by the end of September

Application for the establishment of examination centres

Applications for the establishment of examination centres must be submitted to the CGL by **the end of the second week of November each year, the latest**. Applications are screened by a competent committee and replies – whether positive or negative – are sent by **the end of the second week of November** each year. Incomplete applications will not be considered.

The establishment of an examination centre is valid for one year in the first instance. It is not necessary for an examination centre to submit another application for the following year, unless so required by the CGL.

Established examination centres have to keep regulations as they appear in this booklet. In case of any breach of these regulations, the CGL may invalidate the examination at a particular examination centre; no registration fees will be refunded in any such case. The degree and type of irregularities may lead to the repeal of the establishment of an examination centre.

New examination centres cannot be established in the same city or area (in a radius of at least 150-200 kilometres) unless there are reasons which justify such action.

Before an application is submitted, interested institutions must carry out a relevant "market search" to make sure that there is indeed interest in the examinations. It should be noted that for an examination centre to operate it is necessary that at least **five candidates** have registered for the examination. In case there are fewer candidates, the particular examination centre cannot conduct examinations.

Each established examination centre is assigned a five-digit code, to be used in all correspondence with the CGL.

It should be noted that the CGL may require a member of the academic committee or any other competent member of the CGL to survey locally the operation of any given examination centre.

Further to all other requirements, it is imperative that immediate and unimpeded communication between the CGL and the examination centre is secured (through telephone, fax, e-mail) in either Greek or English. Examination centres should acknowledge (by fax, e-mail, etc.) receipt of correspondence and/or any material sent by the CGL.

TERMS OF COOPERATION

Publicisation of examinations

Established examination centres have to publicise examinations by any means and to as many potential candidates in their area as possible, without restricting themselves to institutions of the same type as their own, and to provide accurate information to candidates. The CGL must be officially informed of the means of publicisation and the target audience before the deadline of applications to participate in the examinations. Insufficient information in this respect may constitute a reason for the repeal of the operation of an examination centre.

The CGL may publicly disclaim any advertisement, which appears to contradict the spirit of the examinations or does not fulfil the necessary requirements. The following terms must be kept by all examination centres as far as publicisation of the examinations is concerned:

- any advertisement should make it undeviatingly clear that the examination centre is only and exclusively responsible for the conduct of the examination;
- examination centres may not use the CGL letterhead;
- examination centres may not reproduce or distribute any material published by the CGL without written permission from the CGL. In the latter case, it should be clear at all times that the relevant material comes from the CGL;
- to avoid misunderstanding, any advertising material may be sent to the CGL first, to be approved before it is circulated officially (this refers to announcements of the cooperation between the examination centre and the CGL, leaflets, cards, special stationery, press releases, etc.);
- examination centres may publicise their preparation for the examinations for the certificate of attainment in Greek, organised by the CGL. However, they may not claim to hold some special relationship with the CGL or that their teaching systems have been approved by the CGL. An acceptable term would be "examination centre recognised by the CGL";
- examination centres have to distribute any printed materials sent by the CGL.

All publicisation costs have to be met by each examination centre.

Examination centres may contact the CGL for any further information and clarifications.

Examination Dates

Examinations for the certificate of attainment in Greek for all levels are carried out, for the time being, once annually, in May. All dates relating to the examination (deadlines and examination dates) are determined and publicised by the end of October, after taking into account all known holidays. The dates are common for all examination centres. Each examination centre is responsible to inform the CGL early enough (by mid-November) of any "impossible" dates known in advance.

Registration of Candidates

Candidates for the examination for the certificate of attainment in Greek apply in each examination centre at the times set by the CGL annually. The deadline for registration is

about two months prior to the examination. No application may be accepted after this deadline. Candidates must submit, along with their application form, a certified copy of valid identification (identification card, passport, driver's licence, etc.).

To complete the registration of candidates the CGL provides each examination centre with the following items:

- a copy of the application form for candidates;
- a copy of candidate questionnaire, to be filled in by each candidate and to be attached to their application form;
- a copy of the information leaflet for candidates;
- a copy of a sheet on which candidates' names should be listed;

All copies (but not the booklet) may be reproduced at each examination centre as necessary.

Each examination centre must inform candidates about the content of exams at each level, provide sample exam papers and other support material (ordered from the CGL and not reproduced by examination centres*), and help them fill in the necessary forms. If in doubt as to any candidates' questions, the examination centre should contact the Secretariat of the Attainment in Greek Department of the CGL.

Throughout the registration period, a competent person should be available in working hours at all centres to receive candidates' applications and answer queries. This person should be able to communicate in Greek, be aware of the content of the documents and must have been informed and trained by the person responsible for the examinations.

* Copying and disposal of the support material by the examination centres is forbidden.

Dispatch of registration documents to the CGL

Each examination centre completes the list of candidates' names after the deadline for the submission of candidates' applications. These appear as stated on the identity documents of the candidates. Candidates' lists are signed by the person responsible for the examination centre and, in a week after the deadline –the latest– along with the candidates' applications, questionnaires and identification documents, they are sent to the CGL by post, using the **fastest** and **safest** means available, to the following address:

Secretariat for the certificate of attainment in Greek
Centre for the Greek Language
Karamaouna 1 – Platia Skra
GR-551 32 Thessaloniki, GREECE

Unless all documents necessary for the registration of candidates are received by the CGL, **they cannot be regarded as registered candidates**. Each examination centre must keep copies of candidates' applications.

Examination Fee

The fee to be paid by each candidate for participating in the examinations is specified each year by the CGL and examination centres are notified in time. Candidates may be Greek or non-Greek nationals who are at least 12 years old on the date of the examinations. Each candidate may take the examination, **using the same code number**, for more than one level, provided the relevant fee for each level has been paid. It is stressed that **under no circumstances and for no reason can candidates who do not eventually take the examination claim a refund of the examination fee**. Furthermore, **under no circumstances can a candidate substitute for** another candidate who does not wish to take the examination.

A candidate may change examination centre or level of examination under special circumstances only, provided that the CGL is informed, in due time, and approves of the change.

The examination fee is paid at the examination centres when the application is submitted. Examination centres hold their percentage (annually determined by the CGL, currently 25%) to cover their expenses –including postage expenses, publicity, invigilators, examiners and assessors for the speaking examination. The remaining sum is to be paid to the CGL within 15 days after the registration deadline. The fees from each examination centre are to be deposited to the following CGL account, noting that the sum concerns the Examinations for the Certificate of Attainment in Greek:

PEIRAIOS BANK
Angelaki 18
GR-546 21 Thessaloniki
GREECE

Account No.: 017 202 5202-002100-151

SWIFTCODE: PIRBGRAA 2202

IBAN (International Bank Account Number): GR 310172 2020 0052 0200 2100 151

Immediately after the transaction, the relevant receipt is to be sent to the CGL. In case an examination centre does not pay the fees to the CGL, it will receive no results and no certificates.

Special Cases

The CGL, at the suggestion of examination centres, may provide special arrangements for candidates with special needs (e.g. provide more time for the writing examination, more breaks, etc.). These special arrangements may only be effected after the person responsible for an examination centre asks for them specifically. Such a request must be submitted to the CGL **at the same time** as the candidates' applications are submitted.

Results and Certificates

Initial detailed results are sent to examination centres **in the latter part of July**. **Examination centres have to ensure that these are received and candidates are notified by any means available**. Certificates for successful candidates are sent to examination centres every year, by the end of September and then they should be forwarded to candidates **immediately and in the safest possible way**. A Certificate of Attainment is issued only for those candidates who have succeeded in **all four skills**. In case they fail even in one of them, they fail the whole examination; if they wish to take the examination again, they may take next year's examination (in all four skills) following the same procedure. The score of successful candidates does not appear in numerical terms on the certificate but rather in the form of the following classifications: Good; Very Good; Excellent. According to the Presidential Decree 363/1998 (363/1998 (FEK 242/A/29.10.98) article 4, paragraph 1c and article 9, paragraph 1, any candidates that wish to have their papers reevaluated, may do so, within 2 months of the results announcement by CGL, **by submitting a reevaluation demand** and by making a 60€ deposit. Evaluators assigned by the CGL, **without the candidates being present**, conduct the reevaluation. The reevaluated score/ classification ("Good"etc) is announced to the candidates without any further details regarding for their specific performance in each skill.

A Certificate of Attainment in Greek may be re-issued after a relevant application is submitted to the CGL through the examination centre and after the relevant fee is paid, as determined by the CGL. In the application some justification is required for re-issuing the certificate.

Dispatch of Examination Materials from the CGL

At the beginning of each year, and before the registration period commences, the CGL shall send to each examination centre all printed material that will facilitate wide publicisation of the examinations.

At the same time, the CGL sends to examination centres detailed guidelines for the procedures to be followed for the registration of candidates.

Ten days prior to the examination, the CGL sends to examination centres the relevant examination materials which include the following items:

- exam papers, sealed in packages;
- cassettes sealed in packages, for the listening examination;

- examination materials for the speaking examination;
- guidelines for examiners and evaluators who will conduct the speaking examination;
- lists of candidates;
- marking sheets for the speaking examination;
- any other useful information.

If for any reason the examination centre does not receive the materials described above or if there are problems with any of them (e.g. the spelling of candidates' names on the lists), the examination centre should inform the CGL **immediately**.

Persons responsible for examination centres

The person responsible for an examination centre reports to the CGL for the smooth and regular conduct of examinations at the centre. This means that this person is responsible for keeping these regulations, safekeeping exam papers, securing the overall process, and contacting the CGL to solve any problems that may arise.

More specifically the person responsible for an examination centre must:

- secure the necessary space and the appropriate equipment for the smooth conduct of the examinations;
- make sure that there is enough personnel to invigilate (strictly yet politely) during the examinations as well as enough trained staff to conduct the speaking examinations – whose names and qualifications must be included in the application for the establishment of the examination centre. The CGL must be informed of any change of such persons. The people who will conduct the speaking examination need not be regular staff members of the examination centre. As long as they have the necessary qualifications they may well be employed elsewhere, indeed in positions different from those in the examination centre, yet the examination centre will be responsible for their selection;
- organise training seminars in cooperation with the CGL concerning the examination for the certificate of attainment in Greek and aiming at the best possible preparation of candidates. Such seminars should not be addressed to staff members of the examination centre only, but, if possible, to all teachers of Greek in the area.
- cater for the safekeeping of examination materials in a special place (exam papers are opened before the candidates on the day of the examination);
- check, secretly and not outside the examination centre, the quality of the cassette recordings for the listening examination;
- secure the cassettes in a safe place until the day of the examination;
- contact the CGL immediately in any case that may possibly render the examination process questionable (e.g. family relations between candidates and staff, damaged or opened exam paper/cassette packages, etc.);
- inform the CGL each time a person unknown to him/her claims to represent the CGL or the publisher/printer and attempts to convince staff members to open the paper/cassette packages or asks that they are sent to him/her;
- send to the CGL all examination material – whether used or unused – a week after the examination the latest, using the **fastest** and **safest** means available. Any delay may invalidate the examinations;
- be aware that **all printed material is copyright of the CGL**. No part of the examination papers may be reproduced without written permission from the CGL. Exam papers filled in by candidates as well as cassettes recorded during the speaking examination and all other materials completed by either the candidates or the examination centres remain with the CGL and are owned by the CGL. A part of these materials is kept in the CGL archives while all exam papers are destroyed two years after the examination. Candidates' responses are statistically analysed. The results of this analysis, which may be used for research purposes, do not disclose the identity of either the examination centre or the candidates.

More detailed information on the procedure to be followed before and during the examinations is sent after the establishment of an examination centre.

Filling in the application for the establishment of examination centres

The application form for the establishment of an examination centre is supplied by the CGL as soon as an institution requests one. As was mentioned above, interested institutions should provide all information in detail so that the competent committee may form a clear overall picture of the institution wishing to undertake the conduct of examinations. Incomplete applications will be returned without being considered.

Part A

In this part the person responsible for the examination centre must provide detailed information on the institution as well as the head of the institution and on the person who will be responsible for the examination centre. Telephone and fax numbers must secure the direct and unimpeded contact with the examination centre. The emergency telephone number is absolutely necessary, to ensure communication at all times, in either Greek or English.

Part B

In this part the person responsible for the examination centre must assume responsibility in proposing names of teachers who will be asked to invigilate and conduct the speaking examination. These people may or may not be staff members of the institution under consideration. The necessary qualifications for their participation in the examination process include a degree in Greek language and literature or a degree in language teaching, some knowledge of language didactics and experience in the teaching of Greek as a foreign language. In case they are not native speakers of Greek they must be able to prove that they can use both oral and written Greek in a near-native manner.

The above staff (both invigilators and speaking examiners) must be selected very carefully. As already mentioned, the CGL must be informed of any change in this group of people and of all the relevant information concerning the replacement staff.

Part C

The number to be mentioned here is not binding, but should be the result of the "market search" conducted by the institution before submitting the application. Candidates need not come from the examination centre only.

Part D

This part concerns safekeeping facilities for the examination materials available at the institution, as well as classrooms to be used for the examinations. As far as seating space is concerned, the person responsible for the examination centre must ensure that one desk is used for each candidate and there is some distance between each candidate. It is necessary that in each classroom where examinations are to be held there is an accurate clock, a good quality cassette player (which should be checked before the examination) and, if possible, a second cassette player to be used in the case of malfunction.

In the box which refers to the means of publicisation of the examinations both the means (media, press, mailing lists, seminars, etc.) and the institutions or persons who will receive the relevant information must be noted.