



TIE - Test of Interactive English: *Exam Registration Procedures*

In order to register candidates for a TIE exam session, the centres need to complete the following documents:

1. GATEHOUSE TIE EXAMINATION APPLICATION FORM
2. GATEHOUSE TIE EXAMINATION CANDIDATE SPREADSHEET
3. GATEHOUSE TIE EXAMINATION TIMETABLE

The three documents are available on the GATEHOUSE – TIE Italy website:

http://gatehouse.it/centre_support.html.

The completed documents need to be sent to operations@gatehouse.it 20 days before the chosen exam date for the standard exam, 15 days before the chosen date for the 'fast track' exam.

N.B. Candidates' ID card numbers are mandatory (candidate spreadsheet). Candidates are required to bring their original ID card on the day of the exam and complete a Candidate Record Application Form (received with exam papers).

Examination sessions can be booked without submitting candidate details. Candidate details will need to be provided 15 days before the exam date at the latest for Standard Exam Application, or 8 working days before the exam date for the FAST TRACK service.

Once the examination session has been scheduled, centers will be able to make amendments (add/remove candidates, postpone the exam, change candidate details) up to 15 days prior to the exam date for Standard orders, or 4 days before the exam date for the Fast Track orders.

Once the registration has been finalised, centres will receive a final timetable with paired candidates as confirmation of their order. Centres / examination coordinators are required to check this document for any errors (name spellings, number of candidates, levels) and report them to TIE Operations immediately. Centres are allowed to request a specific exam start time for candidates in case the candidates need to make travel arrangements, etc.

Results will be released within 10 working days of the receipt of examination materials by NAISA - Gatehouse Italy for fast track orders, and 30 days for standard orders.

The minimum number of candidates per session is 3 per exam type (e.g. 3 CEFR A1 – B1 candidates).

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