

## GA GATE

### Online Exam Booking Procedures

In order to register candidates for an online GATE exam session, the centres need to complete the following documents:

1. GA GATE EXAMINATION APPLICATION FORM
2. GA GATE EXAMINATION CANDIDATE SPREADSHEET
3. GA GATE EXAMINATION TIMETABLE

The three documents are available on the GA Italy website.

The completed documents need to be sent to [operations@gatehouse.it](mailto:operations@gatehouse.it) 5 working days before the chosen exam date. Speaking test can be held up to 3 working days before Listening, Reading and Writing. Centres that decide to run the Speaking test ahead of LRW will need to follow the usual timescales, that is will need to book the examination 5 working days before the Speaking test.

There can be up to 8 candidates of the same level in one session for remotely observed examinations and up to 12 candidates of the same level in one session for centre-based online examinations. No mixed-level sessions are allowed.

Once the examination session has been scheduled, centres will be able to make changes (add/remove candidates) up to 24 hours (1 working day) before the exam date. The number of candidates cannot exceed the maximum allowed number (8/12). A candidate's registration cannot be permanently deleted. Whilst they will not be refunded their registration fee, their registration remains valid for 12 months and they can be added to another exam session free of charge in that period.

Once the registration has been finalised, centres will receive the registration confirmation and the confirmation of entry. Centres / examination coordinators are required to check this document for any errors (name spellings, number of candidates, levels) and report them to GA Italy Operations immediately.

N.B. Candidates are required to complete the ONLINE IESOL Examination – Instructions to Candidates at least 1 working day before the exam date and return it, together with a copy of their ID. Both documents need to be forwarded to [operations@gatehouse.it](mailto:operations@gatehouse.it) 24 hours (1 working day) before the exam start time at the latest.

Candidate reference numbers as both the username and the password, together with the Exam Report Form and other relevant documents will be sent to the centre one working day ahead of the exam.

The assessment materials for speaking (Examiner Booklet, Visual Prompts, GATE Speaking Assessment Record template) will be sent to the centre 2 hours before the exam start time.

Results will be released within 5 working days of full and complete assessment records being received by NAISA - GA. Certificates will be issued electronically.

The minimum number of candidates per session is 2 of the same level. The maximum number of candidates per session is 6/12 of the same level. For single-candidate sessions, there's the additional fee of €30.

For more information, please refer to the **GA Practical Guide to Conducting Remote Online Examinations**.