# GA CLASSIC IESOL
## Examination Booking Procedures

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

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

The three documents are available on the GA Italy website: https://gatehouse.it/classic-iesol-centri/.

The completed documents need to be sent to operations@gatehouse.it 10 working days before the chosen exam date.

N.B. Candidates are required to bring their **original ID card** on the day of the exam and **submit a copy** to the centre to be sent back together with the exam materials.

Once the examination session has been scheduled, centres will be able to make changes (add/remove candidates) up to 5 working days before the exam date. Up to 5 candidates can be added to the exam session. 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 a final timetable with paired candidates as confirmation of their order, registration confirmation, confirmations of entry, GA Regulations for Conducting Controlled Examinations and GA Guidance for Interlocutors Standard Classic IESOL. 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. Apart from errors, no other changes are allowed.

Results will be released within 5 working days of the receipt of examination materials by NAISA - Gatehouse Italy for fast-track orders, and 20 working days for standard orders.

The minimum number of candidates per session is 2 per exam level. The maximum number of candidates per session is 4 of the same level. For single-candidate sessions, there's the additional fee of €30.