WELCOME!

WE APPRECIATE YOUR INTEREST IN THE CENTRAL FOREIGN LANGUAGE PROFICIENCY EXAMINATION (CFLPE)

BEFORE PAYMENT

• To discuss available exam dates, please contact us at cflpe@uw.edu.pl.

IMPORTANT

- CFLPE certificates are only valid for application to English-taught programs at the University of Warsaw. They hold no recognition elsewhere.
- The required proficiency level for the CFLPE is B2 (upper-intermediate) or higher.
- We recommend assessing your language level before registering. Consider taking tests like <u>Dialang</u>, <u>Cambridge English</u>, or <u>British Council</u>. If these tests confirm B2 proficiency or higher, you are probably eligible for the CFLPE.

READY TO REGISTER?

- Review the exam descriptionVerify technical requirements
- [<u>link here]</u> [link here]

NOW FOLLOW THE STEPS BELOW

- STEP ONE: ACCOUNT CREATION AND ENROLLMENT
- STEP TWO: PAYMENT AND AUTHORIZATION
- STEP THREE: PERSONAL STATEMENT SUBMISSION
- **STEP FOUR:** SELECT YOUR EXAMINATION DATE
- STEP FIVE: ONLINE EXAM
- STEP SIX: EXAM RESULTS AND CERTIFICATE
- <u>CONTACT AND ADDITIONAL INFORMATION</u>
- NOTE ON COMMUNICATION

STEP ONE

ACCOUNT CREATION AND ENROLLMENT

Register an account on the CKC e-learning platform: [instruction].

1. ♀ → GO TO <u>https://kampus2024.ckc.uw.edu.pl</u> ♀ → FIND LANGUAGE OPTIONS AND CHOOSE ENGLISH (EN) ♀ → IN THE TOP RIGHT CORNER, CLICK LOG IN



2. ♀ ➡ SELECT LOGIN FOR OTHER USERS



3. ♀ ➡ CLICK ON CREATE NEW ACCOUNT



4. ♀ ➡ FILL OUT THE FORM AND CLICK CREATE MY NEW ACCOUNT
 ♀ ➡ REMEMBER YOUR USERNAME AND PASSWORD

	English (en) V Log in
Home » Log in » New account	
New account	▼ Collarse all
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llamamat	
Missing username 4	
The password must have at least 8 characters, at least 1 digit(s), at least 1 alphanumeric character(s) such as as *, -, or #	lower case letter(s), at least 1 upper case letter(s), at least 1 non-
Password*	
Missing password	
- More details	
Email address*	
Email (again)*	
First name:	
Surname*	
City/town	
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Select a country	
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Create my new account	
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5. ♀ → CHECK YOUR SPAM FOLDER FOR THE ACTIVATION LINK IF YOU HAVE NOT RECEIVED IT IN YOUR INBOX

STEP TWO PAYMENT AND AUTHORIZATION

TO COMPLETE YOUR ENROLLMENT, FOLLOW THESE STEPS

Make a payment of 110 EUR to the University of Warsaw bank account details provided below:

- Account Number: PL 21 1160 2202 0000 0000 6084 9690
- Payee Name: UNIWERSYTET WARSZAWSKI, CENTRUM NAUCZANIA JEZYKOW OBCYCH
- Payee Address: KRAKOWSKIE PRZEDMIESCIE 26/28, 00-927 WARSZAWA
- SWIFT/BIC Bank Millennium: BIGBPLPW

When transferring the money, include your full name (given name followed by family name), your email address, and "CFLPE" in the annotation. If your bank doesn't allow special characters like @ or _, use the capitalised names of these characters instead. For example, use johnUNDERSCOREsmithATgmail.com instead of john_smith@gmail.com.

Please note that international money transfers may take a few days to be processed.

Please pay attention that **all transfer costs** need to be incurred by your bank.

After making the payment, wait for authorisation on the platform, which may take several days.

IMPORTANT

- You must complete enrollment yourself.
- Check available exam dates before paying (contact cflpe@uw.edu.pl). We have limited resources and cannot guarantee a date for everyone. Exams are offered on specific dates only.
- **Refunds**: If you can't find a suitable exam date and want a refund, email us. Alternatively, contact the admissions office of the department where you are applying, explain your situation, and ask if they can extend the submission deadline. Refunds are issued only to the original bank account used for payment. We cannot refund to a different bank account.

READY TO TEST THE PLATFORM?

Once enrolled, try the DEMO virtual conference room here: [link].

STEP THREE PERSONAL STATEMENT SUBMISSION

Prepare a personal statement (a personal statement is a written document, typically submitted as part of an application, in which an individual provides information about themselves, their background, achievements, goals, and interests.)

• Describe your educational background and explain why you are a good fit for the University of Warsaw. Detailed instructions: See Topic 3 on the CKC e-learning platform.

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	Home » CFLPE_UW_2024	
	Derived States and Section 1 Open all Instructions: Clicking on the section name will show / hide the section.	DOCUMENTS necessary for the exam CFLPE description and procedure
	DOCUMENTS necessary for the exam	Topic 1 OF THE EXAM Technical requirements for the
	CFLPE description and procedure	Topic 2 ONLINE exam 2 ONLINE exam instructions
	PERSONAL STATEMENT & TIME OF THE EXAM	AM Topic 3
	A Personal Statement has to be sent at least 1 day BEFORE the ONLIN exam. Otherwise, it will not be possible of take the exam.	LINE ONLINE ORAL ENGLISH LANGUAGE PROFICIENCY EXAM
	PERSONAL STATEMENT Choose the TIME of your O VE exam	My courses Courses
	Not available unless: The activity PERSONAL STATEMENT is marked complete	LATEST ANNOUNCEMENTS

Submission

- Upload your statement using the "ADD SUBMISSION" button on the platform. Submit well in advance of your chosen exam date.
- You won't be able to select the date and time of the exam until you submit your personal statement.

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CFLPE_UW_2024 » PERSONAL STATEMENT & TIME OF THE EXAM » PERSONAL STATEMENT

PERSONAL STATEMENT

1. Write a Personal Statement in the form of an essay. You are expected to describe your educational background, explain the reasons why you should be accepted by the University of Warsaw and, specifically, include the information on the points given below:

- · Why are you interested in studying at the University of Warsaw?
- · Which course have you selected as your major and why?
- · How does the chosen course fit in with your intended career path?
- · How will you contribute to the academic culture at the University of Warsaw?

2. The word limit for the essay is 250-300 words. New Times Roman 12-pt font should be used and the whole text must be double spaced.

Submission status



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ADMINISTRATION

Course administration Switch role to...

NAVIGATION

Site pages

 Current course CFLPE UW 2024

Participants

Badges General

Home Dashboard

Return to my normal role

STEP FOUR SELECT YOUR EXAM DATE

On the CKC e-learning platform (TOPIC 3), choose your preferred exam date at least two days in advance.

Note

You can only select a date after submitting your personal statement (see Step Three above). Exams are typically held on Fridays starting from 10:00 AM Central European Time, with occasional additional dates.

Prepare for the exam

- Test the DEMO virtual conference room
- Check your microphone
- **Review technical requirements**
- link here link here link here



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Home » CFLPE_UW_2024 » PERSONAL STATEMENT & TIME OF THE EXAM » Choose the TIME of your ONLINE exam	
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STEP FIVE ONLINE EXAM

The exam is a 20-25 minute online interview.

- Present a valid photo ID at the beginning.
- Detailed exam description: [link here]

Technical difficulties

• If technical issues exceed 10 minutes, your exam will be rescheduled.

Access the exam room

• Click on 'ONLINE ORAL ENGLISH LANGUAGE PROFICIENCY EXAM' under Topic 8 on the CKC e-learning platform to access the virtual exam room. Please wait patiently for the transfer to the examination room.

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STEP SIX EXAM RESULTS AND CERTIFICATE

Shortly after your exam (typically within an hour), your online statement of result will be available on the CKC e-learning platform. This statement indicates whether you passed (15 points or more out of 25) or not.

How to download your digital CFLPE certificate

- 1. Go to Topic 9: "ATTESTATION" on the CKC e-learning platform.
- 2. Click the "ATTESTATION" link.

Your statement of result remains accessible for your reference on the CKC e-learning platform.

WELCON	IE to CFLPE Virtual Office!				
Central Foreign Language Proficiency Examination is an English language exam that assesses the language communication skills of overseas candidates who seek to study at the University of Warsaw. The exam places emphasis on communicative effectiveness in academic settings.			Course administration		
You have s	uccessfully enrolled in the Online Office for the CFLPE.		Competencies		
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photo at hand so that when the exam begins, you can display it to the Examination Board. It should be the same document which you have included in the registration process.			Content Questionnaires Resources		
You can take	this exam only once !				
	ONLINE exam instruc	tions			



Topic

CONTACT AND ADDITIONAL INFORMATION

ATTESTATION

If you have other questions, please don't hesitate to reach out to us at <u>cflpe@uw.edu.pl</u>. Note that we can only assist with inquiries regarding the CFLPE procedure. For other questions, please direct them to the admissions office of your respective department.

- <u>University of Warsaw Admissions Office</u>
- Language competence requirements
- English certificates recognised in the process of enrollment

NOTE ON COMMUNICATION

Your communication with CFLPE, including emails, may be considered when assessing your exam performance. This includes your ability to understand and follow instructions provided on our website and in emails.

BEFORE CONTACTING US

- **CHECK** <u>OUR WEBSITE FIRST</u>: We provide comprehensive information on registration, exams, and other topics. Consult it thoroughly before emailing.
- **CONSIDER YOUR LANGUAGE PROFICIENCY:** Difficulty understanding website instructions may indicate you have not reached the required English level yet.

EMAIL ETIQUETTE

- Maintain a respectful and courteous tone.
- Be clear and concise, focusing on your specific issue.
- Proofread for errors and ensure brevity.
- Be patient wait for a response before sending follow-ups.