

## **SCOPE Exam Guidelines**

(PPP Mode and ITP Mode)

SCOPE (Society for Creation of Opportunity through Proficiency in English) conducts the following types of exam to assess LISTENING, READING and SPEAKING skills of a candidate:

- Completely online exam - CPT (Cambridge Placement Test)
- Computer Based Test (offline and online) - BULATS (Business Language Testing Service)
- Completely online BULATS Speaking exam

The English Language Training programme is being developed on the Common European Framework of Reference which is mapped with ALTE levels. Six level of courses are offered:

Basic: A1, A2

Advanced: B1, B2

Proficient: C1, C2

To make the course accessible to all, the fee structure is fairly reasonable and affordable. Fees for levels A1, A2 level is kept at Rs. 1550/-, for B1 and B2 courses it is Rs. 2040/- while for C1 and C2 it is Rs. 2400/- (taxes extra). A premium level has recently been introduced for corporate sector and fee for this training is Rs. 3440/- (taxes extra). Even at these levels, it has been ensured that it is profitable for the training centres as well as the Zonal Partners. This includes training, course materials, exam coordination, assessment and certification.

For the college students who just want to assess their current level of English proficiency or who want to have a credible certification in their resume, SCOPE has devised a very innovative arrangement. Under OAS, fee for college students is only Rs. 350/- for A level course and Rs. 840/- for B level course. Out of it, SCOPE charges only Rs. 275/- for A level and Rs. 765/- per candidate for B level course. Rest of the amount is refunded to the college for every Present candidate as administration and incidental expenses. Under fat assessment scheme where training is provided to the students, fee is Rs. 750/- for A level and Rs. 1440/- for B level course. It gives them a chance to benchmark themselves at the international standards in English language at a very nominal price.

SCOPE conducts exam thrice in a year, though there are sandwiched ODOLE (On Demand Online Examination) sessions between regular exam sessions. The announcement of exam is done much before commence of the exam. The specific points and directions for participating in the SCOPE exam are :

1. The announcement of exam is usually done at least one month before the commencement of exam. Every registered college has to collect CRF (Candidate Registration Form) from a designated exam agency. At present the exam agency is Concept Eduserv Pvt Ltd., 409-412, Advait Complex, Sandesh Press Road, Vastrapur, Ahmedabad, 079- 40030058, (M) 9712496432, email : scope.exams@conceptsedu.com.
2. There is a last date of receiving the CRF. No exam form would be accepted after the announced date.
3. Only the new forms (magenta coloured) would be accepted. SCOPE would not accept any outdated form.
4. The cost of CRF is Rs. 2/- per form. The DD/local cheque/at par cheque can be drawn in favour of "CEO, SCOPE", payable at Ahmedabad. No cash payment is accepted.
5. Do not STAPLE any document/photograph with CRF forms. In case a CRF is found with stapled photograph, it would be summarily rejected. Similarly the clear passport size photograph of the candidate to be affixed at the designated place in the form.
6. This is to be noted that speaking test would be conducted only for the candidates who appear for BULATS exam, not for CPT candidates.
7. Every candidate, who completes the test, would receive Cambridge English, part of the University of Cambridge, certificate.
8. The exam fee for any exam is non-refundable in any case.
9. A forwarding letter from college/institution should clearly indicate the exam level wise number of students, students list, DD number and DD amount and to be attached with the CRF forms.
10. The fee to be charged from candidates will be Rs. 350/- per candidate for CPT and Rs. 840/- per candidate for BULATS the entire fee is required to be submitted with SCOPE in the form of a cheque/DD.
11. The reimbursement of Rs.75/- per candidate would be made only for those college candidates who appear in examination and successfully complete it.

12. It is the sole responsibility of the college to communicate each and every exam related information and documents to every enrolled student. Colleges should make efforts to motivate students to appear in the exam to reduce absenteeism.
13. Colleges/institutes have to fully support and coordinate with Exam agency and Exam Invigilators for smooth conduct of exam.
14. Any untoward incident, if any, to be immediately reported to SCOPE office, KCG campus, Ahmedabad, email: [ceo.scope@gmail.com](mailto:ceo.scope@gmail.com), 079-26300593.
15. The exam schedule will be shared with the educational institution and ZTPs and a time frame of seven days will be given to them for suggesting any changes in the schedule. It will be considered free of cost by SCOPE. However, once the schedule is finalized, after the given time frame window being elapsed, SCOPE would not consider any request for change of schedule. Under emergency situations, if it is done in any case, SCOPE would charge Rs. 100/- per scheduled candidate. So please take into account any internal exams, practical exam, university exam schedule or any other event in your college and suggest changes in our draft schedule within seven days of receiving such information.
16. The college /institution can be considered as an exam centre, only and only when it meets the minimum no. of candidate enrolment i.e. 60 enrolled candidates.
17. Those colleges/institutions who have been earmarked as Exam Centres are requested to make sure that their DEL Laboratory is fully functional with at least 10 internet connections. As per the instruction from Commissioner, Higher Education, it is communicated that it is the college's responsibility to make their labs fully functional and operational. The colleges have to generate fund for the lab through various means. The remuneration earned/to be earned @Rs. 75/- per candidate can be spent on the maintenance/repairs of lab.
18. The colleges/institutions that are exam centres, shall have to submit their reimbursement claim within 7 days of completion of exam at their centre.
19. The colleges/institutions that are exam centres, have to depute the correct no. of coordinators and other officials as per guidelines in the reimbursement form to sustain their claim. No extra deployment would be accepted beyond the permitted ones.
20. The colleges/institutions that are exam centres, have to sign the Present/Absent report of the candidates at the end of the day and also at the end of the exam cycle at their centre. The report would be presented to them by exam invigilators authorized by SCOPE.

21. The colleges/institutions whose students enroll in exam, shall have to submit their reimbursement claim @Rs. 75/- per Present student within 7 days of completion of exam. The report can be had from Exam agency whose coordinates have been shared in point no. 1.
22. The result of exam is published on SCOPE website within 15 days of conduct of exam. Usually, the certificates reach to the college/institution/centre within 15 days of completion of exam session.