

## Registration Form 2024

This form is designed as an aid for centres making entries via the Cambridge Assessment Admissions Testing Entries Extranet. It will NOT be accepted as an entry by the Cambridge Assessment Admissions Testing.

### 1. CENTRE DETAILS

Centre name:	Warsaw	Centre number:	P	L	0	0	2
Address:	Koszykowa 54 00-675 Warszawa	Telephone number: (including country code)	22 695 59 00				
		Fax number: (including country code)	n/a				
Contact name:	Adrianna Kseniak	Email address:	exams@britishcouncil.pl				

### 2. CANDIDATE DETAILS

Family name:							First name(s):									
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>				Date of birth: (dd/mm/yyyy)										
UCAS ID				-												
Candidate's address:							Candidate's email:									
							Telephone number:									
DATA FOR ISSUING INVOICE (IF DIFFERENT FROM CANDIDATE'S DATA):																
Payer's name							NIP number required from companies only									
Payer's address																
<u>University applied to</u>										<u>Course code</u>						
<input type="checkbox"/> STEP I – n/a				<input type="checkbox"/> STEP II - 05/06/2024				<input type="checkbox"/> STEP III – 24/06/2024								

### 3. ACCESS ARRANGEMENTS

Candidates requiring special arrangements should fill in the *Application for Special Arrangements* form – for more details please go to [www.britishcouncil.pl](http://www.britishcouncil.pl).

### 4. TEST FEE AND DEADLINES FOR REGISTRATION

Each paper of the test costs **1450 PLN** in standard entry period. Standard entry fees apply until **04<sup>th</sup> May 2024**.

### 5. CANDIDATE'S SIGNATURE

#### THE ADMISSIONS TESTING SERVICE TERMS

Please note that by registering for STEP Mathematics, you are agreeing that data provided as part of the entry process may be passed to the Cambridge Assessment Admissions Testing and any universities that you have applied to through UCAS, and that data may be used for research purposes in connection with admissions procedures. You also agree that if you obtain a place for a course where your STEP Mathematics result was used in the admissions process, then your university and UCAS may supply the Cambridge Assessment Admissions Testing with data about your results in subsequent examinations whilst you are studying, unless you specifically notify the Cambridge Assessment Admissions Testing in writing. The Cambridge Assessment Admissions Testing will take reasonable care to keep candidates' personal details anonymous.

#### CENTRE'S TERMS

I hereby declare that I have acquainted myself with the STEP Regulations and agree to the conditions stated therein. I declare that the personal data I have provided is correct. Providing your personal data by you is a condition for concluding a contract to conduct the STEP Mathematics exam. Refusal to provide data will result in the inability to conclude a contract, and as a consequence, take the STEP Mathematics exam.

By signing this statement, I agree that the Fundacja British Council may collect and process my personal data for purposes specified below in accordance with the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (Data Protection Directive):

The purpose of personal data processing	Legal basis for processing
to implement the provisions of the contract for conducting the STEP Mathematics exam checking the level of language competences	for execution and on the basis of a contract you are a party to <b>legal basis:</b> art. 6 par. 1 lit. b. GDPR
to fulfill legal obligations imposed on the Data Controller of personal data resulting from legal provisions for tax and accounting purposes	fulfilling the legal obligations incumbent on the Data Controller <b>legal basis:</b> art. 6 par. 1 lit. c. GDPR
For internal administrative purposes	implementation of the legitimate interests of the personal Data Controller <b>legal basis:</b> art. 6 par. 1 lit. f. GDPR
to possibly establish, investigate or defend against claims in connection with conducting dispute proceedings, as well as proceedings before public authorities and other proceedings	implementation of the legitimate interests of the personal Data Controller <b>legal basis:</b> art. 6 par. 1 lit. f. GDPR

Your personal data will be processed within the period necessary for implementation indicated in the above table.

Fundacja British Council ensures that all persons whose personal data is processed have appropriate rights resulting from the GDPR. Therefore, you have:

- the right to access personal data, including the right to obtain a copy of this data
- the right to request the rectification (correction) of personal data
- the right to request the deletion of personal data (the so-called "right to be forgotten")
- the right to request a restriction to the processing of personal data
- the right to withdraw consent to the processing your personal data. Withdrawal of consent does not affect the lawfulness of the processing the data which was made on the basis of consent before its withdrawal.

If you believe that the Data Controller processing violates the provisions of the GDPR, you have the right to lodge a complaint with the supervisory authority.

The processing may involve the local and overseas transfer of my personal data to subjects cooperating with the Fundacja British Council in the provision of products and services as well as other British Council offices.

According to the regulations concerning data protection which are in force in the United Kingdom and Poland, the Fundacja British Council is legally bound to process personal data only for specified purposes in a manner that is both confidential and secure.

The Data Controller details are as follows:

Within the borders of the UK:

**Cambridge Assessment English**  
1 Hills Road, Cambridge  
2CB1 2EU  
United Kingdom  
[data.protection@cambridgeassessment.org.uk](mailto:data.protection@cambridgeassessment.org.uk)

Within the borders of Poland:

**Fundacja British Council**  
Koszykowa 54  
00-675 Warszawa  
Polska  
[rodo@britishcouncil.pl](mailto:rodo@britishcouncil.pl)

**If you are less than thirteen years old this consent form must be signed by your parent or legal guardian.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PLEASE RETURN THIS FORM TOGETHER WITH PROOF OF PAYMENT IN PERSON OR BY E-MAIL TO [EXAMS@BRITISHCOUNCIL.PL](mailto:EXAMS@BRITISHCOUNCIL.PL) OR BY POST TO:

Fundacja British Council  
Examinations Services  
Koszykowa 54  
00-675 Warszawa

**THIS REGISTRATION FORM SHOULD NOT BE RETURNED TO THE ADMISSIONS TESTING SERVICE.**

**ALL ENTRIES FOR STEP MATHEMATICS MUST BE MADE BY REGISTERED CENTRES VIA THE ADMISSIONS TESTING SERVICE ENTRIES EXTRANET.**

**Instructions for completing the registration form**

**Candidate details**

Please give your name, gender, date of birth **exactly** as provided to the universities or UCAS. Please select the universities in the list that you have applied to, and give the course code that you are applying for:

**Courses requiring STEP**

Candidates intending to apply for entry to one of the following universities and courses listed below **may** be required to take STEP Mathematics as part of an offer:

University	Course
University of Cambridge (C05)	<p>STEP is used as part of almost all conditional offers in Mathematics:</p> <ul style="list-style-type: none"><li>• Mathematics (G100 BA/Math)</li><li>• Computer Science with Mathematics (G400 BA/CS)</li><li>• Mathematics with Physics (G100 BA/Math)</li></ul> <p>Some Colleges may use STEP for other courses:</p> <ul style="list-style-type: none"><li>• Economics (L100 BA/Econ)</li><li>• Engineering (H100 MEng/E)</li></ul> <p>See <a href="http://www.undergraduate.study.cam.ac.uk/applying/entrance-requirements/step">www.undergraduate.study.cam.ac.uk/applying/entrance-requirements/step</a> for more information.</p>

University of Warwick (W20)	<p>The following courses may require candidates to sit one or more STEP papers:</p> <ul style="list-style-type: none"><li>• Mathematics (G100)</li><li>• Mathematics (MMATH) (G103)</li><li>• Mathematics and Philosophy (GV15)</li><li>• Mathematics and Statistics (GG13)</li><li>• Mathematics and Statistics (MMathStat) (GGC3)</li><li>• MMORSE (Mathematics, Operational Research, Statistics and Economics) (G0L0)</li><li>• MORSE (Mathematics, Operational Research, Statistics and Economics) (GLN0)</li><li>• Data Science (Mathematics, Statistics and Computer Science) (7G73)</li></ul> <p>See <a href="http://www2.warwick.ac.uk/fac/sci/math/admissions/ug/offer">www2.warwick.ac.uk/fac/sci/math/admissions/ug/offer</a> and <a href="http://www2.warwick.ac.uk/fac/sci/statistics/courses/offer">www2.warwick.ac.uk/fac/sci/statistics/courses/offer</a> for more information.</p>
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Other universities may take STEP results into account; please check the university website for more information. Further information relating to STEP Mathematics can be found at [www.admissionstesting.org/step](http://www.admissionstesting.org/step).