BEST IN ENGLISH
by CZECH US

STEP-BY-STEP GUIDE FOR TEACHERS

Everything you need to organize the competition at your school - 7 simple steps, useful links and key dates.

01 Register your school or renew your participation

Registration must be completed **by a teacher or an authorized school representative**, not by students.

Choose the correct option for your school:

RETURNING SCHOOLS

Participated in 2025 or 2024? There is no need to register again. Simply renew your participation using your existing School ID.

If the contact teacher has changed, you can update their details in the renewal form.

RENEW YOUR PARTICIPATION

NEW SCHOOLS

Joining Best in English for the first time? Complete the school registration form.

You will receive a confirmation email with your school's unique School ID, which will be used throughout the competition.

If your school last participated in 2023 or earlier, please complete a new registration to receive a new School ID.

REGISTER YOUR SCHOOL

Important: Keep your **School ID** available. All participating students will need it on the competition day to ensure their results are assigned to the correct school.

02 Pay the school license fee

The participation fee is **80 EUR / 1,800 CZK** per school, regardless of the number of students. The license covers all participating students from your school.

Payments are handled through our online payment platform:

PAYMENT PLATFORM & INVOICE GENERATOR

How Does It Work?

1. Choose Your Payment Method

Open the **Payment/Invoice** page and select your preferred payment option:

- **“Pay now – Card online”**
- **“Invoice” (payment by bank transfer)**

2. Online Payment by Card

Select the online card payment option, complete the short billing form and confirm your details. You will then be redirected to the secure **Comgate payment gateway**.

Once your payment has been successfully processed, a confirmation will be sent automatically to the email address provided in the billing form.

3. Payment by Bank Transfer

If you choose to pay by bank transfer, complete the billing form and download the generated **proforma invoice (advance payment invoice)**.

Make a standard bank transfer using the payment details provided on the invoice or the included QR code.

Please note: For schools in the Czech Republic, bank transfer is the only available payment option.

⚠️ IMPORTANT — Payment Reference & School ID!

To ensure your payment is automatically matched with the correct invoice and school, please include:

- **Payment reference / Variable symbol:** The **number of your proforma invoice**.
- **Message to recipient / Payment description:** Your **School ID**.

Once your payment has been received and successfully matched, the **final invoice confirming payment** will be sent automatically to the email address provided in the billing form. You can use this invoice for your school's accounting records.

Missing or incorrect payment details may delay payment processing. Without the correct invoice number, we cannot automatically match your payment. Without the School ID, we may be unable to identify which school the payment belongs to.

If you do not receive your final invoice **within one week of making the payment**, please contact us at **info@bestinenglish.org**.

⚠️ Important — Payments Made by Another Institution

If another institution is paying on behalf of your school, please enter the **payer's correct billing details** when generating the invoice.

In this case, including your **School ID in the payment description is especially important**, as it allows us to identify which school the payment belongs to.

For payment conditions, cancellation and refund policies, please see:

RULES, TERMS AND CONDITIONS

03 Prepare your students, classroom and devices

Students

- Select at least **10 students** to represent your school. There is no maximum number of participants.
- The competition is intended for secondary school students aged **14–20**.
- There is **no need to register students individually in advance**, and we do not need a list of participating students beforehand. You also do not need to tell us in advance exactly how many students will participate.
- The short student registration form is completed by each student **on the competition day** and is part of the test itself. It appears right at the beginning, before the actual test starts. In this form, students will be asked to enter their personal details and, most importantly, their **School ID**.

Classroom and equipment

Most schools organize the competition in a computer room using school computers. However, students may also use laptops, tablets or smartphones, including their own devices.

Before the competition, make sure that:

- Every device has a stable internet connection and sufficient power.
- Every student has working **headphones or earphones** for the listening sections.
- Browsers are up to date (Google Chrome is recommended), **cookies are enabled** and the **system time is correct**.
- The test platform works properly on the devices students will actually use (you can test it using the Public test).

We strongly recommend testing several devices simultaneously to check your school's internet connection.

Try a public test

Public tests from **2025, 2024 and 2023** are available in the *Previous Tests* section of our website.

These tests allow both teachers and students to become familiar with the **test format**, **instructions** and **technical requirements**.

TRY THE 2025 PUBLIC TEST

The public test includes the same initial student registration form as the actual competition. If you are only practising, you can enter fictional personal details and leave the School ID field empty.

MORE ABOUT THE UPCOMING CONTEST

04 Plan your test session and read the Test Manual

The competition takes place on **26 November 2026**, and your school can choose its starting time within the official testing window of **9:00–14:00 CET**.

How to organize your students

- Under normal circumstances, **all students from the same school should start at the same time** (a difference of up to 10 minutes is acceptable).
- If you do not have enough computers or classroom space, you may arrange **2–3 consecutive testing groups**. Please notify us in advance so that we can approve this exception.
- Students from different groups must not communicate or come into contact with each other between sessions.
- **All students must remain under teacher supervision throughout the test!**

Read the Test Manual

Before the competition, review the Test Manual carefully. It contains detailed instructions on accessing the test, student registration, timing, supervision, technical requirements and troubleshooting.

The Test Manual, along with your confirmed School ID, will be sent to your registered email address.

UPDATED TEST MANUAL — LINK TO BE ADDED

05 Competition day — 26 November 2026

Test availability: 9:00–14:00 CET (UTC+1)

Test duration: 60 minutes

Accessing the test

The direct test link will be sent to registered teachers by email 1-2 days before the competition day. On the competition day, it will also be available on our website.

Starting and completing the test

1. Students open the official test link and complete the short registration form (this form is an integral part of the test and appears before the actual questions).
2. Students will enter their personal details and their school's unique **School ID**.
3. **Please make sure every student enters the School ID correctly.** This is essential for assigning individual results to your school.
4. After entering their details, they click **“Begin the test”**.
5. The **60-minute countdown starts only when they begin the actual test**, not while completing the registration form.
6. Students complete the test independently, under teacher supervision.
7. The test ends when students submit their answers or when the 60-minute time limit expires.

The test takes place at school under teacher supervision. Students must not use dictionaries, additional devices or external assistance.

06 Results and certificates

- **Student Results — 10 December 2026**
  - Individual student results will be published on 10 December 2026.
  - Students can see their individual scores immediately after completing the test.
- **School Rankings — by 20 December 2026**
  - School results will be available by 20 December 2026.
  - Each school's ranking is based on the average score of its 10 highest-scoring students, regardless of the total number of participants.
- **Certificates — by 20 December 2026**
  - Certificates for students, teachers and schools will be available for download through the **Teacher and Student Portal**.

Teacher Portal - Access to Results and Certificates

To access your school's results and download certificates:

1. Visit the **Results & Certificates** page at https://test.bestinenglish.org/certificates to access the Teacher Portal.
2. Enter your **registered email address** (the one used for school registration) and click **Submit**.
3. Check your inbox for a verification email and click the link provided. If you cannot find the email, please check your other folders, including **spam or junk**.
4. Once verified, you will be redirected to the Teacher Portal, where you can view **your school's ranking, individual student results, and download certificates for students, teachers and schools**.

Student Portal - Individual Results and Certificates

Students can also access their **individual results and certificates** through their personal Student Portal.

1. Visit the same **Results & Certificates** page at https://test.bestinenglish.org/certificates.
2. Enter the **email address provided during test registration** (or their personal email address updated later) and click **Submit**.
3. Check their inbox for a verification email and click the link provided. If the email does not arrive, they should also check their **spam or junk folder**.
4. Once verified, they will be redirected to the Student Portal, where they can **view their individual results and download their certificates**.

07 Prizes and awards

Best in English rewards outstanding students in the overall international ranking and qualifying national rankings.

- **Overall winner:** A 2-week trip to Canada, including accommodation and airfare.
- **TOP 20 worldwide:** Prizes for the 20 highest-scoring students internationally.
- **National rankings:** Prizes for the TOP 10 students in countries with 100+ participating schools and TOP 3 in countries with 15–99 participating schools.
- **Special Category:** A separate award for the highest-scoring student in this category.

Each student may receive only one prize. If a student qualifies in more than one prize category, the higher-value prize applies.

SEE THE FULL PRIZE SYSTEM

IMPORTANT DATES

04 FEB 2026	Registration opens
16 NOV 2026	Final contest rules and guidelines
24 NOV 2026	Registration closes
26 NOV 2026	Contest day 9:00–14:00 CET
10 DEC 2026	Student results published
20 DEC 2026	Certificates available
JAN 2027	Public 2026 test available

NEED HELP?

Questions about registration, payment, technical requirements or test organization?

Contact our team at **info@bestinenglish.org**.

We are happy to help you prepare for your first Best in English competition!

The Best in English Team

www.bestinenglish.org