



Cambridge English Language Assessment preparation centres FAQ

1. What is a preparation centre?

A preparation centre is any school or institution that prepares and enters candidates for Cambridge English exams through an authorised exam centre.

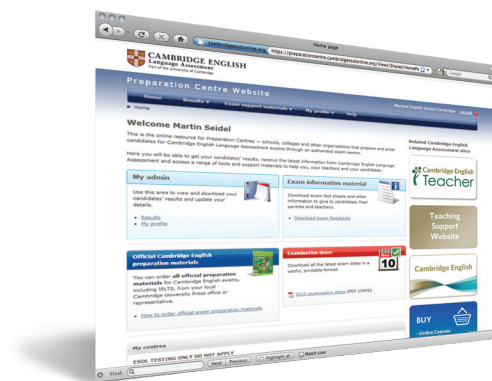
2. How does a school or institution become a preparation centre?

Schools and institutions will need to contact an authorised exam centre and register their interest in becoming a preparation centre. A list of all exam centres is available online at www.cambridgeenglish.org/centresearch.

3. What are the benefits of being a preparation centre?

Being a preparation centre for Cambridge English exams is an easy way of becoming part of the Cambridge English community. As part of this community, preparation centres are entitled to a variety of benefits:

- access to the Preparation Centre Website (www.cambridgeenglish.org/preparationcentres)
- access to marketing materials, including exam factsheets, that can be sent directly to potential candidates and interested parents
- newsletters directly from Cambridge English Language Assessment which include information on new developments and special offers.



4. What is the Preparation Centre Website?

The Preparation Centre Website is an exclusive space for schools and institutions preparing and entering candidates for Cambridge English exams.

5. What are the benefits of signing up to the Preparation Centre Website?

The website has been designed to help preparation centres in all areas of their work.

Features include:

- the ability to view and download candidates' exams results, including archived results
- access to marketing materials
- 10% discount on selected support materials for teachers and candidates.

6. How can a school or institution obtain access to the Preparation Centre Website?

Getting access to the website is really simple. The authorised exam centre just needs to register the preparation centre on Cambridge English Online.

Once the registration is complete, the centre will only need to click on 'Grant Access'. This will send an automated email to the preparation centre with further login information.

If preparation centres cannot access the website or have forgotten their password, they will need to contact their authorised exam centre who will be able to help them.

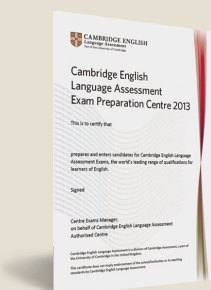
7. What further incentives do we offer?

A preparation centre certificate and logo have been created to offer preparation centres the opportunity to promote their preparation courses with the Cambridge English brand.

There are a number of criteria which preparation centres will need to fulfil to access the certificate and/or logo. Cambridge English regional offices will give details of these criteria, which include a minimum number of entries, to authorised exam centres.

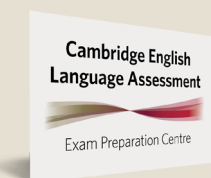
Certificate

Authorised exam centres will nominate preparation centres which meet the criteria to the regional offices. Once the nomination is accepted, regional offices will send the certificate to authorised exam centres to sign and distribute to their preparation centres.



Logo

Authorised exam centres will nominate preparation centres which meet the criteria to the regional offices. Once the nomination is accepted, regional offices will send the logo directly to the preparation centres.



Preparation centres should contact their authorised exam centre for further information regarding the criteria for both the certificate and the logo.

8. What is the relationship between Cambridge English Language Assessment, authorised exam centres and preparation centres?

Cambridge English Language Assessment is committed to supporting the relationship between centres and their preparation centres. One of the aims of Cambridge English Online and the Preparation Centre Website is to help centres manage this relationship.

Preparation centres will continue to submit their entries to authorised exam centres before the deadline set by authorised exam centres. Authorised exam centres will then submit these entries to Cambridge English Language Assessment.

Preparation centres should continue to contact their authorised exam centre for any queries related to Cambridge English Language Assessment, including exams information, availability of exam dates, arrangements for the exam day, the Preparation Centre Website, candidates' results, etc.

Cambridge English Language Assessment will communicate directly with preparation centres via a regular newsletter called *From Cambridge to You*, which is designed to give preparation centres useful information, news and updates and help them feel part of the Cambridge English community.

This direct contact is very important for Cambridge English Language Assessment as it ensures that we are able to continue to develop and deliver exams and services which meet the needs of all our customers.

