



# Cambridge English Language Assessment preparation centres FAQ

## 1. What is a preparation centre?

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

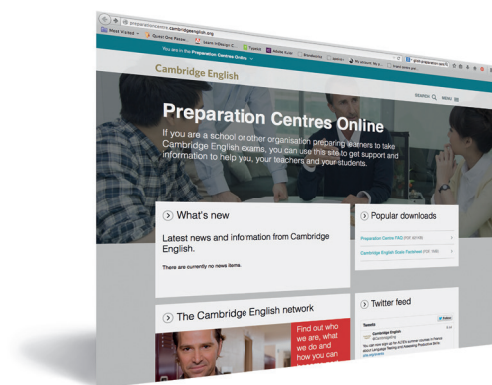
## 2. How does a school or institution become a preparation centre?

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](http://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 Preparation Centres Online (<http://preparationcentre.cambridgeenglish.org>)
- online results service to check your students' results ([www.cambridgeenglish.org/preparationcentres](http://www.cambridgeenglish.org/preparationcentres))
- access to marketing materials 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 Preparation Centres Online?

Preparation Centres Online is an exclusive space for schools and institutions preparing and entering candidates for Cambridge English exams.

## 5. What are the benefits of Preparation Centres Online?

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

Features include:

- the ability to view and download support documents and marketing materials
- access to vital information about Cambridge English exams and how you can help your students get ready
- overview of all the benefits available to registered preparation centres and how to start using them.

## 6. How can a school or institution obtain access to Preparation Centres Online?

Preparation Centres Online is free and has no access restrictions, so anyone at a preparation centre can use it in their work.

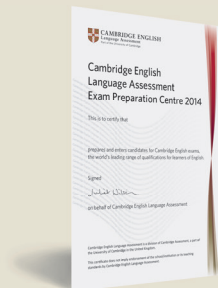
## 7. What further incentives do we offer?

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 nominations are accepted, regional offices will send the certificates to the preparation centres.



### Logo

Authorised exam centres will nominate preparation centres which meet the criteria to the regional offices. Once the nominations are 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.

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

Cambridge English Language Assessment will communicate directly with preparation centres through our regular newsletter, 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.

