



Cambridge ESOL preparation centres FAQs

1. What is a preparation centre?

A preparation centre is any school or institution that prepares and enters candidates for Cambridge ESOL exams through an authorised exam centre. They were previously known as supplier schools or course providers.

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 <http://CambridgeESOL-centres.org>.

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 ESOL community. As part of this community, preparation centres are entitled to a large variety of benefits:

- access to the Cambridge ESOL Online for preparation centres website
- access to marketing materials including exam factsheets that can be personalised and sent directly to potential candidates
- access to a wide variety of teaching support materials and ready-made presentations for parents
- newsletters directly from Cambridge ESOL which include information on new developments and special offers.



4. What is Cambridge ESOL Online for preparation centres?

Cambridge ESOL Online for preparation centres is a website exclusively for schools and institutions preparing and entering candidates for Cambridge English exams.

5. What are the benefits of signing up to Cambridge ESOL Online for preparation centres?

Cambridge ESOL Online for preparation centres 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 support materials for teachers and candidates

6. How can a school or institution obtain access to Cambridge ESOL Online for preparation centres?

Getting access to Cambridge ESOL Online for preparation centres is really simple. Authorised exam centres will automatically register preparation centres on Cambridge ESOL Online for centres and grant them access to Cambridge ESOL Online for preparation centres.

As soon as the authorised exam centre has registered the preparation centre, the preparation centre will receive an automated email with 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.

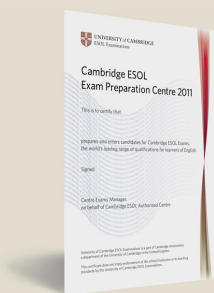
7. What further incentives does Cambridge ESOL offer?

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

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

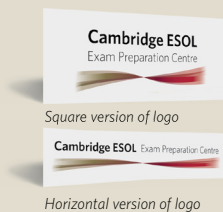
Certificate

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 ESOL, authorised exam centres and preparation centres?

Cambridge ESOL is committed to supporting the relationship between centres and their preparation centres. One of the aims of Cambridge ESOL Online for centres and Cambridge ESOL Online for preparation centres 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 ESOL.

Preparation centres should continue to contact their authorised exam centre for any queries related to Cambridge ESOL, including exams information, availability of exam dates, arrangements for the exam day, Cambridge ESOL Online for preparation centres, candidates' results, etc.

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

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

