

Pretest Institution Approval Form



Please make a copy for your records and return the completed form by post or fax to:

ESOL Pretesting Unit, Cambridge ESOL
 1 Hills Road
 Cambridge CB1 2EU, United Kingdom
 Fax: +44 1223 553069

This form should be used only by non 'live' centre institutions wishing to be involved in Cambridge ESOL Pretesting.

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| Institution Name: | | | |
| Address: | | | |
| | | | |
| | | | |
| | | | |
| | Town/City | | |
| | Post/Zip code | Country | |
| International Tel No: | | International Fax No: | |
| Email Address: | | Website: | |
| Pretest Institution Representative: | | | |
| Email Address: | | Role in Institution: | |

Please tick ✓ which exams you prepare for at your school:

| IELTS | KET | PET | FCE | CAE | CPE | BEC | SfL | BULATS | TKT | ILEC | ICFE |
|-------|-----|-----|-----|-----|-----|-----|-----|--------|-----|------|------|
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What is the centre number where your students normally take our exams? _____

(if you have an ESOL centre number for your school/college there is no need to complete the form as you are already eligible for Pretesting)

By applying to be a Pretesting Institution you are agreeing to observe the requirements of Cambridge ESOL's pretesting security policy. This is as follows:

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| <ul style="list-style-type: none"> All pretest materials are strictly confidential. Photocopying of pretest materials is strictly forbidden Pretest materials must be kept in secure storage areas (a locked safe or a locked room) Pretest institution staff are not permitted to discuss or go over the test with students before, during or after the test Any breach of this pretesting security policy must be notified immediately to Cambridge ESOL | <ul style="list-style-type: none"> All pretest materials must be checked on arrival and returned to Cambridge at the end of the session. In particular, the same number of question papers must be returned, including all unused question papers. The Declaration of Security on the return envelope must be signed to confirm this The despatch of pretest materials back to Cambridge must be secure, using DHL The Instructions to Invigilators and Administrators give guidance on administering the pretests which should be conducted as much as possible like a live examination |
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I accept the terms of the pretesting security policy [sign] _____

Cambridge ESOL will approach a referee who can endorse your application. Please can you give the name, role and email address of a suitable contact? Suggested referees can be one of the following:

Cambridge ESOL Local Secretary/Centre Exams Manager; IELTS Centre Administrator; Cambridge ESOL Development Manager or Country Manager; Cambridge ESOL Professional Support Leader; Director of Studies at a school accredited by the British Council, NEAS (Australia) or NZQA (New Zealand)

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| Name of Referee: | |
| Email Address: | |
| Official Role: | |