

## Preparation Centres

A Cambridge English Preparation Centre is any school, academy or teacher who prepares and registers candidates for Cambridge English exams

## What incentives are offered to Preparation Centres?

All Preparation Centres can access their candidates' results directly online on the same day as their students, they are given access to the Cambridge Preparation Centre website and receive the Cambridge Preparation Centre newsletter. In addition, those who register a minimum of 25 candidates each year receive a Cambridge Preparation Centre Certificate and those who register 50+ candidates each year are allowed to use the Cambridge Preparation Centre Logo and be listed on the [www.examscaidz.com](http://www.examscaidz.com) website and the examscaidz App. These certificates are normally issued in March by taking into account the number of candidates registered during the previous calendar year. To be eligible for a certificate in 2015 a school must have registered 25 candidates in 2014.

## Registering candidates

Preparation Centres must group register their candidates on-line by uploading the Excel spreadsheet found on [www.examscaidz.com](http://www.examscaidz.com).

Preparation Centres will be our sole contact and if possible must make a single payment of the corresponding exam fees (exam fee X number of candidates). If any candidates make individual payments in their own name they will not be considered as being registered by the Preparation Centre.

Once payment has been made the Preparation Centre must scan and e-mail a copy of the bank payment within the registration period.

## - Test Day Photograph Authorisation

To comply with Ofsted UK exam security procedures all candidates, except those taking **YLE, KET, PET** and "**for Schools**" exams, must have their photograph taken on exam day, usually before the Speaking Test. It is therefore essential for you to ensure that all your candidates complete and sign the authorisation form available in the "documents" section of [www.examscaidz.com](http://www.examscaidz.com) when they register with you. These signed authorisation forms must be scanned and copies sent to us; the originals

must be kept at your school for a period of two years.

## - Speaking

Please check the dates of the Speaking Test Window. We try to ensure that the Speaking Test takes place on or as near to the exam date as possible, but with growing numbers we shall need to make wider use of the window. Please instruct candidates to arrive 30 minutes prior to their allocated time.

## - Computer Based Exams

Please note that the number of candidates able to sit Computer Based exams is logically limited to the number of computers available and registrations will close once this number has been reached. It is therefore advisable to register your candidates as soon as the registration period opens

## - Withdrawals

If a candidate has been registered but is later unable to take the exam we are able to authorise candidate withdrawals on medical or compassionate grounds and refund the exam fee, deducting a charge of 35,00 Euros for administration costs. Requests for a withdrawal must be accompanied by documentary evidence (medical certificate, etc..) but the final decision rests with Cambridge English.

## - Confirmation of Entry

Preparation Centres will receive all the necessary exam documentation for each candidate (including timetable, candidate number, exam location and results access codes) at least 10 days prior to the exam. Preparation Centres must ensure that these documents are distributed to candidates in digital format.

## - Special Arrangements

If any candidates suffer from impaired sight or hearing, Cambridge English will provide adapted exam scripts or make other arrangements. Requests for these Special Arrangements, together with documentary evidence of the corresponding disability, must be made when registering the candidate.

[www.cambridgeenglish.org/special-circumstances](http://www.cambridgeenglish.org/special-circumstances)

## - DNI / Passport identification

Preparation Centres must remind candidates that they will not be allowed to take the exam if they fail to produce a valid DNI, Passport or

other form of photographic identification on the day. In the case of minors, a verification of identity form is available to download from the documents section of [www.examskadiz.com](http://www.examskadiz.com) and the corresponding part of this document with photo should be sent to us on registration

#### - Name Amendments

Please check that your candidates' names are spelt correctly on their examination documents, as they will be charged for any name amendments made once the certificates have been printed.

#### - Results Enquiries

If any of your candidates wish to have their exams re-marked once the results have been published, the two-stage process is explained in the Frequently Asked Questions section on [www.examskadiz.com](http://www.examskadiz.com)

#### - Certificates

Certificates are usually sent from Cambridge three weeks after results have been received and their arrival at our offices is published on the **examskadiz** App and Twitter account. Preparation Centres will be sent all the certificates corresponding to their candidates by the transport agency SEUR ("*portes debidos*") and must ensure that they are distributed to their candidates. You are strongly recommended to ask candidates to sign on reception of their certificate to prove that you have given it to them. Uncollected certificates must be returned to us for destruction after a period of two years.

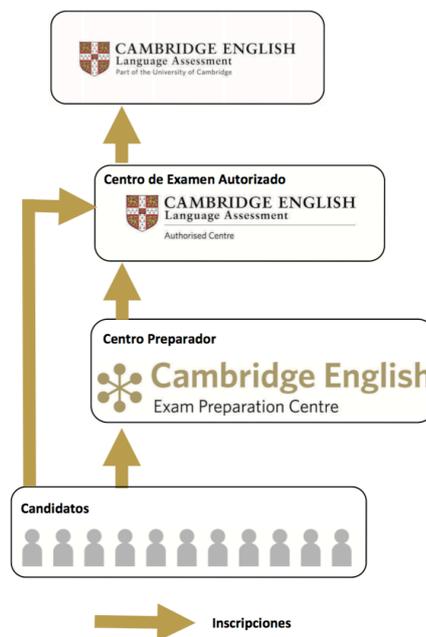
In the case of Young Learners English (YLE), unlike the other Cambridge English exams, there is no published result. Candidates must wait to receive their certificates which state their performance expressed in terms of numbers of shields obtained in each part of the exam.

#### - Lost Certificates

Please remind candidates that certificates may only be re-issued in cases of damage, a misspelt name or if their result has been amended and that in both cases the original certificate must be returned. If the original certificate has been lost Cambridge will, for a charge, issue a Certifying Statement. Again the process is explained on [www.examskadiz.com](http://www.examskadiz.com)

#### - Invigilators and Speaking Examiners

If you would like to propose any members of your staff to work on exam day, either in the role of Invigilators or Speaking Examiners, please contact us on: [info@examskadiz.com](mailto:info@examskadiz.com)



The Exam Centre takes all reasonable steps to provide continuity of service but cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, the centre's liability will be limited to the refund of the registration fee or re-testing at a later date