

Centre Approval Checklist for Applicant Centres

Being an exam centre

- I have read and understood what an exam centre is
- I have read and understood the overview of a centre's responsibility

Centre Exams Manager

- I understand the key attributes, skills and responsibilities of a CEM
- I have identified someone suitable at my institution to take on the role of CEM
- I understand the process for changing a CEM

Centre responsibilities

- I understand the security requirements and my institution can meet these now, or I will put in place arrangements before we start operating as a centre
- I have spoken to the nearest regional office and I understand the entries targets I would be expected to meet each year in order to be approved as a centre
- I understand the centre can't operate in other countries unless it gets specific approval to do so
- I understand the staffing requirements and commit to investing in having and training staff for these roles
- I have discussed business growth and marketing plans with the regional office and can commit to the investment required

Running the Speaking tests

- I understand a centre is responsible for sourcing and paying SEs and TLs
- I understand what to expect from the Speaking Test Endorsement
- I have spoken with the PSL/RTL and I have identified someone suitable to take on the role of Team Leader, or I will put in place arrangements before making any entries
- I understand the training and quality assurance requirements for SEs
- I accept and understand the financial responsibilities regarding SEs and TLs

Costs and financial planning

- I understand the costs of running a centre
- I understand the requirement to pay invoices on time (within 28 calendar days)

The centre application process and criteria

- I understand the process and the time it typically takes
- My institution meets the approval criteria
- I understand how the premises check and STE will be carried out and what is expected from my institution
- I understand that we must sign an agreement with Cambridge English if we are approved as a centre