



2014 Cambridge English Language Assessment awards for preparation centre – FAQ

We understand that you and your preparation centres may have lots of questions about the awards. That is why we have put together this comprehensive FAQ with the aim of helping you work with your preparation centre to submit an excellent nomination.

Of course, you might have a question that is not answered through this document or you may wish to give us some feedback. If that is the case, please feel free to contact the Cambridge English Helpdesk (www.support.cambridgeenglish.org), who will be able to help you.

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General overview

What are the 2014 Cambridge English Language Assessment awards for preparation centre?

The awards are designed to recognise and reward preparation centres that have made outstanding contributions and special efforts in their work with Cambridge English exams. They are an opportunity for you and us to thank them for their work.

What are the award categories?

The five award categories are:

1. Excellent Growth

For the preparation centre that can demonstrate it has maintained a consistent growth in students entering for Cambridge English exams by, for example:

- showing evidence of a consistent increase in the number of students submitted for exams
- providing details on how students are encouraged to move through the CEFR levels (i.e. from A1 to C2).
- showing initiative in incorporating new.

3. Best Support for Teachers

For the preparation centre that can demonstrate it collaborates with its authorised centre to actively support its teachers who are preparing students for Cambridge English exams by, for example:

- giving them access to teaching support (e.g. from the Cambridge English Teacher Support website)
- encouraging professional development (e.g. membership of Cambridge English Teacher)
- providing classroom resources and facilities.

5. Ambassador for computer-based learning and assessment

For the preparation centre that can demonstrate it truly embraces computer-based learning and assessment by, for example:

- actively promoting computer-based exams to prospective students
- giving students the opportunity to become familiar with computer-based learning and assessment (e.g. using the Cambridge English Online Practice Tests or free online sample tests)
- training teachers to feel confident in computer-based learning and assessment.

2. Outstanding Service to Students

For the preparation centre that can demonstrate it goes the extra mile for its students who are preparing for Cambridge English exams by, for example:

- showing evidence of high student satisfaction through regular student feedback or surveys
- providing details on how it helps students succeed
- showing evidence that it listens to students' concerns about exams and addresses these appropriately.

4. Exceptional Communication

For the preparation centre that can demonstrate it actively collaborates with its authorised centre to promote Cambridge English exams by, for example:

- holding events for prospective candidates aimed at raising awareness of Cambridge English exams
- working with local/national media to promote Cambridge English exam preparation courses
- producing informative materials aimed at all relevant stakeholders (e.g. students, parents, businesses).



Award nominations

Who can submit nominations to the awards?

The awards are open to all Cambridge English Language Assessment preparation centres you have registered. We have sent the link to the awards nomination form to you as you know best which of the preparation centres in your network deserve to be rewarded.

Should I ask all my preparation centres to submit a nomination?

It is of course ok for all of your preparation centres to submit nominations. We would suggest that you approach those preparation centres that you feel have made outstanding contributions to the success of Cambridge English exams in your region.

How do I select which preparation centres to nominate?

The award categories above contain details of the kind of things we are looking for in the preparation centre nominations. They are only guidelines, however, and we know that you and your preparation centres will have many other exciting stories to tell us.

Why are you asking me to select the preparation centre?

You will know best which preparation centres deserve to be recognised and rewarded for their work. We also want to make sure that you are involved in the awards as much as possible.

Will I need to endorse the nominations from my preparation centres?

We hope that you and your preparation centre can work together on making sure the submitted nomination reflects their outstanding achievements. You will not need to endorse or support nominations from your preparation centres and can therefore give public access to the nominations form if you wish.

How does a preparation centre enter for the awards?

To submit their nomination, preparation centres need to complete the awards nomination form found here:

<https://www.surveymonkey.com/s/2014CambridgeEnglishcompetitionforpreparationcentres>

Can a preparation centre enter more than one award category?

Yes, a preparation centre may submit a nomination for every category. They will need to make sure each entry has been specifically written to address the relevant criteria and is submitted through a separate nominations form.



Are preparation centres allowed to submit materials supporting their nomination?

Yes, supporting materials can be submitted to prepcentreinfo@cambridgeenglish.org. The email should contain the following information:

- name and contact details (e.g. phone number, address, etc.)
- the name of the preparation centre
- the award category for which they are supplying these materials
- the date they submitted your nominations form

Am I allowed to help my preparation centres with their nomination?

You are not only allowed to help them, but we would encourage you to work together with your preparation centre.

How long is the nomination period open for?

Preparation centres can submit their nomination from 6 January to 28 February 2014

Finalists

How many finalists will there be for the awards?

We will invite the three best nominations in each category to come and visit us in Cambridge.

How will the finalists be selected?

All eligible nominations will be evaluated by a judging panel consisting of subject specialists from Cambridge English Language Assessment.

When will the finalists be selected?

The selection of the 12 finalists will take place from 3 - 14 March 2014. We will contact the potential finalists from 17 March 2014 onwards. Please note that we will contact only potential finalists. If we cannot reach a finalist within seven days, we will choose a different nomination instead.

Can a preparation centre be a finalist in more than one category?

Preparation centres could become finalists in each of category for which they have submitted a nomination. If a preparation centre is a finalist in more than one category, they can choose one representative for each category to come to Cambridge.



How do I know if one of my preparation centres has been selected as a finalist?

Once we have contacted all finalists, we will contact you if one of your preparation centres has been chosen, at which point you are free to congratulate them and publish the news any way you like.

Will there be an official announcement of the finalists?

We will publish a list of all the finalists in a future edition of the *Bulletin for centres* and the *Preparation Centre Newsletter*.

Travel

How will the finalists travel to Cambridge?

We will contact each finalist with a travel suggestion and once confirmed will make the necessary bookings. Finalists will then be sent any required documents to make sure they have everything in place to travel to the UK.

Will you pay for all travel related expenses?

We will cover any reasonable travel expenses connected to the finalist's trip to and from Cambridge.

What if my preparation centre requires a visa to come to Cambridge?

Finalists will need to make their own visa arrangements, if necessary. We can provide a letter of invitation for the period of the awards event, but are unable to assist in the application process or cover any expenses incurred.

Will you organise travel within the UK?

During the finalists' stay with us, we will arrange all necessary travel (except on the free day). Any other travel not related to the awards event will need to be organised by the finalists themselves.

Accommodation and Food

Where will the finalists stay during their time in Cambridge?

We have arranged for the finalists to stay at King's College, Cambridge, one of the historic colleges of the University, right in the heart of the city. Each finalist will have their own single en-suite room.

Will finalists have to pay for their accommodation?

No, during their time with us, we will cover all expenses related to their accommodation.



Will finalists have to organise their own meals?

Throughout the award event, finalists will be able to eat breakfast at their accommodation and we will organise for meals at lunch and dinner (except on the free day). We will also ensure that we fulfil any dietary requirements.

Award event

When are the finalists invited to come to Cambridge?

The award event runs from 1-5 July and all finalists are expected to be with us for the duration of the event.

What is the programme for the event?

The final programme will be confirmed closer to the event and communicated to finalists in advance. Below is a general outline of the schedule:

<i>1 July 2014</i>	Arrival of finalists throughout the day Informal Welcome Dinner with events host and assistant
<i>2 July 2014</i>	Consultation session and workshops Possible group activity, such as punting or guided walk through the city Informal dinner with small group of members of staff
<i>3 July 2014</i>	Presentation of the nominations by the finalists Awards ceremony and gala dinner
<i>4 July 2014</i>	Free day for finalists
<i>5 July 2014</i>	Day of departure

Will finalists need to prepare anything in advance of their trip?

Each finalist will need to prepare a short 10-15 minute presentation of their nomination entry. The presentation will be held in front of the other finalists to encourage them to share their experiences.

What will you discuss during the workshops and consultations?

The main focus of the consultation and workshops sessions will be to find out what more we can do to support our preparation centres. Finalists will also have the opportunity to talk to experts from different parts of Cambridge English Language Assessment.



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How will the winners be chosen?

The winners in each category will be chosen through a voting process at the end of the presentation.

Voting Process

- Each finalist has one vote per category (except in their own category)
- Each member of the Cambridge English judging Panel has one vote per category
- The finalists with the most votes in a category will win the award

When and how will you announce the winners?

The winners and runner-ups of each category will be announced at a special award presentation and gala dinner on 4 July 2014.

Will you make arrangements for the finalists on the free day?

Finalists are required to organise their own activities on the free day. We would advise finalists that they book these as soon as possible and organise any required travel, as this will avoid complications later on.