



Cambridge
Associates

Becoming a Cambridge Associate



CAMBRIDGE
International Examinations

Excellence in education

About us

Cambridge International Examinations is part of the University of Cambridge. We prepare school students for life, helping them develop an informed curiosity and a lasting passion for learning.

Our international qualifications are recognised by the world's best universities and employers, giving students a wide range of options in their education and career. As a not-for-profit organisation, we devote our resources to delivering high-quality educational programmes that can unlock learners' potential.

What is a Cambridge Associate?

A Cambridge Associate provides the link between Cambridge International Examinations and individual schools and colleges. Cambridge Associates work with us to extend access to excellence in education across the world. An example of this is enabling schools and individual candidates that do not have the necessary resources, such as suitable examination venues, to benefit from Cambridge programmes and qualifications.

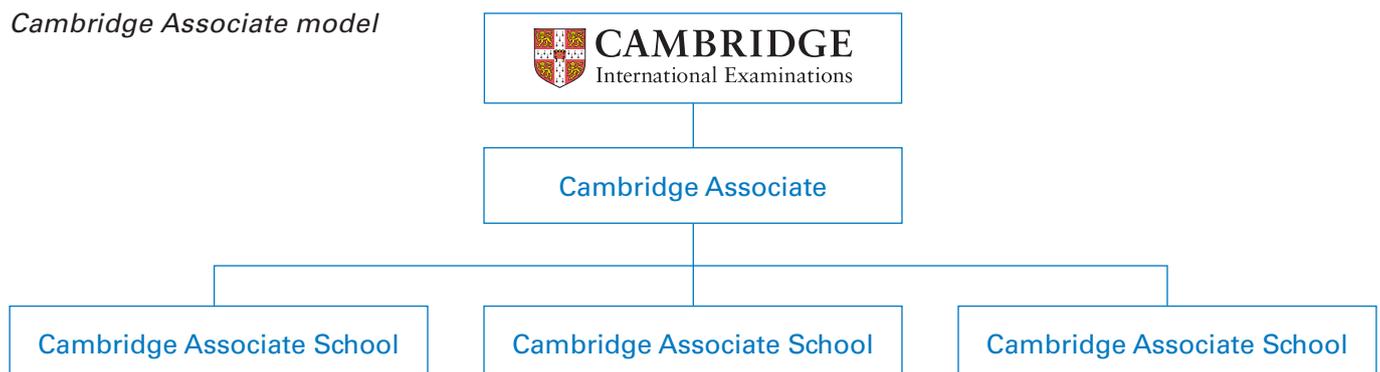
A Cambridge Associate also identifies and attracts schools to support the growth of Cambridge programmes and qualifications in their country, and manages the relationship with these schools on our behalf. As a Cambridge Associate you would manage a range of functions on behalf of your schools. These may include:

- growing the network of schools taking our programmes and qualifications
- customer support and communications with all associate schools
- administration of examinations
- security of examination materials
- financial coordination.

Generally an associate works with us within a clearly defined and agreed territory.



Cambridge Associate model



Example roles of a Cambridge Associate

As a Cambridge Associate your role would vary depending on the nature and size of your organisation and the way you agreed to work with us.

Growing the network of schools in a particular country

- Identifying suitable schools to teach Cambridge programmes and qualifications.
- Organising the registration and ongoing security inspections for each new school.
- Promoting Cambridge programmes and qualifications.

Support for Cambridge Associate Schools

- Encouraging the professional development of teachers in associate schools by setting up access to the Cambridge Teacher Support website for each school.
- Coordinating training for teachers in associate schools.
- Sending regular updates to us, including lists of schools, premises and sub-contractors.

Security of examination materials

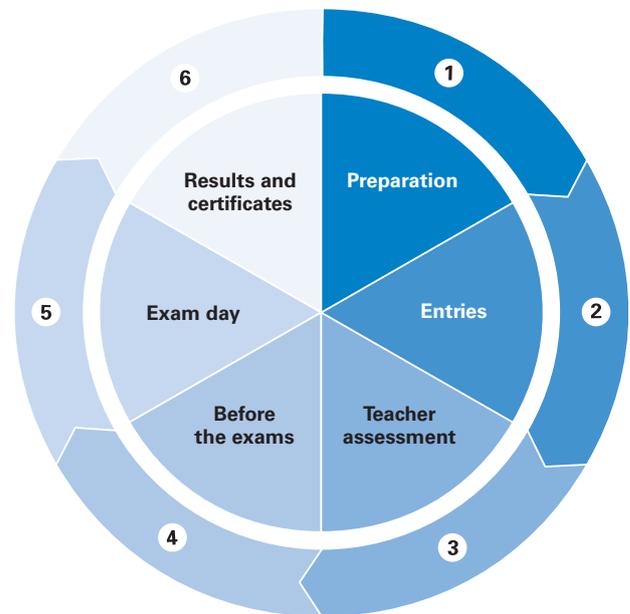
- Distributing timetables and explaining how to follow them correctly.
- Ensuring examination materials are stored and handled securely to maintain their integrity.
- Distributing examination papers and materials securely to and from each associate school.

Financial coordination

- Managing all financial arrangements with us on behalf of each associate school.
- Accepting payments for our products and services from associate schools.

Administration of examinations

- Supporting associate schools through the Cambridge Exams Cycle.



- Submitting examination entries to us.
- Ensuring the examinations run smoothly at each associate school, including providing facilities and country-specific administrative support.
- Ensuring security and integrity during examination sessions.
- Processing special consideration and access arrangement applications.
- Distributing results and examinations certificates.
- Processing results enquiry applications.

“ As a Cambridge Associate, the Association of Cambridge Schools in New Zealand (ACSNZ) coordinates the activities of more than thirty associate schools. As well as being responsible for examinations administration and security we also provide additional support for our schools and their learners, for example, we run a biennial ACSNZ conference, assist with the annual Outstanding Cambridge Learner Awards ceremony, provide assessment solutions for private candidates, and work hard to get the best value resources. We also work closely with New Zealand universities to help get the best possible recognition for our Cambridge students. ”

Association of Cambridge Schools in New Zealand

Support from Cambridge

By becoming a Cambridge Associate, you and your schools join a worldwide network of 10000 Cambridge schools in more than 160 countries dedicated to educational excellence. Universities and employers all over the world recognise the value of Cambridge qualifications. Thousands of people every year gain places at the world's leading universities on the strength of their Cambridge qualifications.

Supporting you

Your local Cambridge regional contact is available to provide guidance on managing and developing your network of associate schools. We have a range of promotional materials to help your current schools attract new students and to help you grow your network of associate schools.

Marketing Resources is a secure area of our website where we store marketing support materials. It is available to all Cambridge Associates, providing marketing materials including factsheets, posters, logos and press release templates.



We provide a range of ways in which you can contact us with any questions you may have about our programmes or qualifications.

- The 'Help' section of our website contains an online bank of answers to frequently asked questions about Cambridge examinations and services. The next time you have a question visit www.cie.org.uk/help and type your question into the search box, or use the menu to guide you.
- CIE Direct is our secure website for exams officers that allows you to upload entries and download results for your associate schools. You can also view the latest exams officer bulletins from Cambridge and download a range of support materials.
- As a Cambridge Associate you can also contact our experienced Customer Services team with any queries you may have.

“ At The European Platform we provide an opportunity for Dutch schools to offer Cambridge international qualifications. We act as an intermediary between Cambridge and the schools, providing information, training, workshops, exam administration and advice regarding Cambridge qualifications. The schools benefit from plenty of local advice and support, and we are able to offer the Dutch national education system the benefits of Cambridge qualifications. ”

Ineke Swaan, The European Platform, Netherlands

Learn more! For more information on the next steps to becoming a Cambridge Associate, contact your regional representative by visiting www.cie.org.uk/help and entering 'regional representative' in the search box. If you have any further questions please email us on info@cie.org.uk or contact Customer Services on +44 1223 553554.