CAMBRIDGE
International Examinations

Centre Details

It is essential we have up-to-date details for your Centre. Please fill in the form below if any of your details change.

Centre number [ ][ ][ ][ ][ ] **Centre name** [   ]

Centre contact details (We will use these details for all postal communications including administrative and secure despatches containing exam materials.)
Main address:
Tel no:	Fax no:
Website:

Head of Centre
Name:	Job title:
Email address:

Main administrative contact (This is usually the exams officer. We will use these details for all our electronic communications, including administration communications.)
Name:	Job title:
Email address(Please supply a specific email address, e.g. lsmith@school.com rather than a generic one e.g. info@school.com)	Mobile no (We will only use this number for urgent communications during an exam series)

CIE Direct administrator (This person will have access to CIE Direct - the secure website exams officers use to submit administrative information, such as exam entries to Cambridge. This is usually the same person nominated as the 'main administrative contact'.)
Name:	Job title:
Email address (This must be a specific email address, e.g. lsmith@school.com and not a generic one e.g. info@school.com)

Finance contact (We will use these details for all finance and invoice communications.)
Name:	Job title:
Email address:

Cambridge Teacher Support coordinator (This person is responsible for administering the Teacher Support website, including the creation of personal login details for all other teachers at the Centre and for authorising staff training.)	
Name:	Job title:
Email address:	

Cambridge Primary/Secondary 1 administrator (This is the person responsible for administering the Cambridge Primary and Secondary 1 websites on behalf of the Centre, including the creation of personal login details for all other teachers at the Centre.)	
Name:	Job title:
Email address:	

My Centre is willing to accept private candidates ☐

I give my consent for Cambridge to publish my school's name and website address on the 'Find a School' website. ☐

You can change your mind and remove or add your consent at any time by emailing info@cie.org.uk

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