

HOW DO I GET HELP?

- Questions specific to your state or country
Sherry Reach – reach.s@cie.org.uk 850.230.4770
Paige Wiselogel, Admin. Asst. – wiselogel.p@cie.org.uk 850 624-7279
- Questions pertaining to courses or testing
Contact our Customer Service Department
By email - info@cie.org.uk (Be sure to include your centre number in the subject line and keep the automated query number)
By phone - 011 44 1223 553554 Must have access to international dialing. You may have to dial numbers to get an outside line. Please check with school or district. If your district does not grant you access to make international calls, purchase an international calling card to have on hand.
- Questions pertaining to training
Contact our Training Services Department
By email – trainingservices@cie.org.uk
By phone – 011 44 1223 553554 (asked to be transferred to Training Services)
- Questions on invoices
Contact our Credit Control Department
By email – creditcontrol@cambridgeassessment.org.uk
By phone – 011 44 1223 553554 (asked to be transferred to Finance Department)
- For advice from other Cambridge high schools in the U.S.
Post your question on the *AICE Google Group”

JOINING THE GOOGLE GROUP

To join the Cambridge AICE Google Group, follow these directions:

- i. Go to www.google.com
- ii. From the Google toolbar click on “more” and scroll down to “groups” under the social category
- iii. In the Google groups search box enter “AICE Coordinators” and click “search groups”
- iv. Click on “AICE Coordinators”
- v. Click on “sign in to view this group”
- vi. There will be a red box in the upper right that says “sign up”. Follow the directions to sign up!

Please note that some schools block Google group. In this case, an individual would need to sign up from home, but use his or her school email address as the contact email. Depending on the frequency selected, emails will be sent to the school email address with any updates posted on the Google group.

*The AICE Google group is not an official group monitored by Cambridge. Please only use this forum for advice such as teacher contacts, book recommendations, etc.