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Centre Details

To ensure we have up-to-date details for your Centre, please complete the form below.

Note: If you are a Cambridge Associate School, please do not complete this form – see the instructions on the next page.

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:	
Main phone no:	Fax no:
Website:	

Head of Centre
Name:
Email address:

Exams Officer (This person will receive access to CIE Direct. If your exams officer changes, we will deactivate the previous exams officer's CIE Direct account and create a new account for the new exams officer. If your centre offers qualifications which require work to be submitted through the Cambridge Secure Exchange, the exams officer will receive login details for the Cambridge Secure Exchange.)	
Name:	
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)

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

Cambridge Primary/Lower Secondary administrator (This person is responsible for administering the Cambridge Primary and Lower Secondary websites on behalf of the centre and for creating personal login details for all other teachers at the centre. Only update these details if your school has been approved to offer Cambridge Primary Checkpoint and/or Cambridge Lower Secondary Checkpoint.)	
Name:	Job title:
Email address:	

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

- My centre is willing to accept private candidates.
- I give my consent for Cambridge International to publish my school's name and website address on the ['Find a Cambridge School' area of our website](#).

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

Returning this form

Return this form to info@cambridgeinternational.org

Please include your centre number and 'Preparation – Form 6' in the subject line of your email.

Save a copy of the form for your own records.

If your school is a Cambridge Associate School, do not complete this form. Please send any changes to your contact details directly to your Cambridge Associate who will forward your updated details to us if necessary.

I confirm that I am authorised to submit this form on behalf of the school.

Signature:

If you submit this form electronically please tick the check box as an alternative to signing the form.

Name:

Job title:

Date:

(dd/mm/yy)