



Your timeline to teaching and preparing for our exams

Here you'll find useful tips and advice to help your school promote, teach, prepare for and celebrate Cambridge English Qualifications.

Start of the year

Now is the perfect time to tell parents and new teachers about the benefits of Cambridge English Qualifications, and for your school to discover all the amazing support available to help promote these exams.



What to do next:

- ✓ Download the key benefits factsheet, which you can use to explain to parents how Cambridge English Qualifications can prepare their child for future success.
- ✓ Hold an event to introduce parents to our exams. Make sure you refer to our events toolkit for lots of tips on running events and to see all the marketing materials on offer.
- ✓ Include the parents' presentation and parents' handout at your events. They're a great way to promote the exams and offer parents tips on learning activities to try at home with their child.

cambridgeenglish.org/start-of-the-year

Teaching and preparing throughout the year

Now your teachers and parents are aware of our qualifications, it's time to start teaching and preparing your students for them. Our extensive range of resources helps teachers and parents support students in their learning – both inside and outside the classroom.

What to do next:

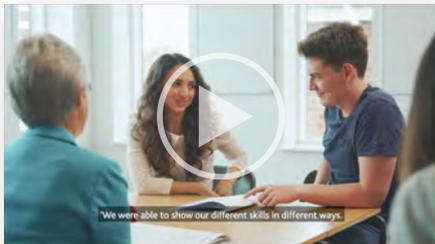
- ✓ Download our teacher handbooks to get essential information about our exams in one place – they'll soon become a vital part of your teaching toolkit.
- ✓ Use our official preparation materials, lesson plans and online learning activities to support your students. There are hundreds of practical ideas for you to try in the classroom.
- ✓ Join our free seminars and webinars to get valuable information about our exams as well as lots of tips and ideas to use inside and outside the classroom.



cambridgeenglish.org/teaching-the-year

Deciding to register for the exam

Learners and parents will have lots of questions ahead of the exam. Now is the time to talk to parents about their child's progress and if they're ready to take the exam, as well as telling them about the registration process.



What to do next:

- ✓ Read the exam registration guide – it recommends things you can do to ensure your students are ready to take the exam, as well as offering advice when discussing a learner's progress with parents. Also included is a registration letter template for parents.
- ✓ Download the information for candidates and parents booklet – there is one for each exam. They include details about the exam, how best to prepare, exam-day tips and what happens after the exam.
- ✓ Share our candidate exam-day experience videos with parents and students so they can get a feel of what to expect on the day of the exam.

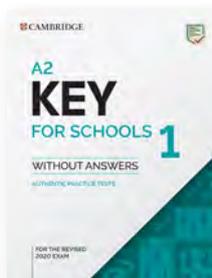
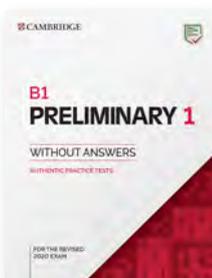
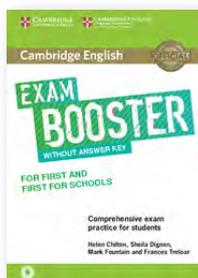
cambridgeenglish.org/registering-for-the-exam

Final preparation

It's time to ensure your students are fully prepared for their exam.

What to do next:

- ✓ Download sample papers and hold tests under exam conditions to build your students' confidence ahead of their official exam.
- ✓ Watch our Speaking test videos with your students to help them feel more prepared on the day of the exam.
- ✓ Use our official practice test books to support your students towards exam success.



cambridgeenglish.org/preparing-for-the-exam

Explaining results

Results are in – this is an exciting but nervous time for your students and parents. Our resources have been created specifically to help teachers understand and explain how results are reported to students and parents, in a clear and easy-to-understand way.

What to do next:



Visit our website for advice and tips on understanding and explaining our exam results to students and parents.

You can find out more about:

- the Statement of Results
- how to download your students' results
- accessing grade statistics
- how employers and universities can verify your students' results
- downloading our two videos to help explain what results mean.

cambridgeenglish.org/explaining-results

Celebrating success

Now it's time to recognise, celebrate and share your students' and teachers' achievements with parents, the school and the wider community.

What to do next:



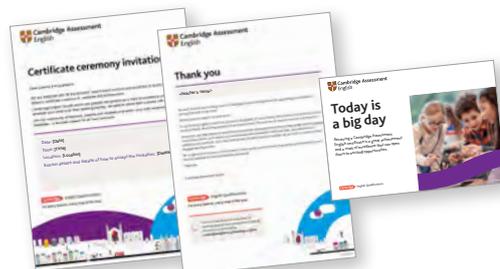
Download our helpful guide to get lots of ideas about how you can celebrate your students' exam results.



Arrange a certificate ceremony to help your students feel proud and inspired to continue their learning journey and make your teachers feel rewarded.



Use our certificate ceremony toolkit to get the most out of your event – it gives you access to an invitation template to parents, a thank-you letter template to teachers, videos, posters, banners and more.



cambridgeenglish.org/celebrating-success

You can download all of these resources and register for our free monthly newsletter to stay up to date with the latest news, free resources and marketing materials:

cambridgeenglish.org/information-for-preparation-centres

Cambridge

English Qualifications