



“FIND A CENTRE” INTERACTIVE MAP CRITERIA FOR INCLUDING LOCALITIES

The “Find a Centre” interactive map facility has been developed by Cambridge Assessment English Hub Office in Madrid and is intended to help potential and existing customers locate cities and towns where exams are regularly run. As a Centre Exam Manager, you may inform the Madrid Office about the localities where you offer our qualifications, but please keep in mind that the following criteria must apply:

1. **The localities where you have regular venues must also be included in the relevant section of your centre’s entries portal (Cambridge English for Centres and Cambridge English Online) and entries must be assigned to them accurately.**
2. **Only localities where open sessions are held may be included. Please do not include places where you run private sessions (e.g. for specific Preparation Centre candidates).**
3. **You must have held a reasonable amount of sessions over the previous year at the localities you want to include and you must continue to offer sessions there for the foreseeable future.**

Please bear in mind the following definitions when considering what to include:

Locality: Community where people live. This includes hamlets, villages, towns and cities that constitute administrative entities in terms of spatial planning (e.g. municipalities). In the case of Spain, “entidades locales menores” (“pedanías”, “parroquias rurales”, “juntas vecinales”, “entidades locales autónomas” and “entidades municipales descentralizadas”) may be included, but “barrios” or “distritos” may not.

(Exam) Venue: Building, facility or compound where examinations are administered. Please note that the interactive map is intended for customers to find out whether exams are available at their place of residence – it is not meant to be a map of exam venues but a map of towns.

The Madrid Office reserves the right to accept, amend or rectify, make public or otherwise withdraw the information provided by centres towards the interactive map if this were found to be inaccurate, misleading or non-compliant with the above set of criteria.