



**4<sup>th</sup> March 2015**

**Letter for administration of BEC Preliminary Test on 12<sup>th</sup> March & BEC Vantage Test on 13<sup>th</sup> March 2015**

Dear Principal

Thank you for registering candidates with Cambridge University Press India Pvt Ltd. We are very happy to inform you that your school has been shortlisted as an Examination Centre to administer the Cambridge English examinations for your students.

**Name of Exam : BEC Preliminary and BEC Vantage Exam**

**Date of speaking test: 12<sup>th</sup> March 2015 ( Both the exams )**

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**Date of written test : BEC Prelim - 12<sup>th</sup> March & Vantage - 13<sup>th</sup> March 2015**

**Venue for the Exam : VIVA College**

**Number of students: BEC Preliminary – 40 candidates / BEC Vantage – 15 candidates**

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**BEC Preliminary – Reading / Writing / Listening – 12<sup>th</sup> March 2015**

**Reporting time for students : 8: 30 AM**

**Exam Begins : 09:00 AM**

**Exam Finishes : 11:20 AM**

**Logistical Requirement for the Speaking test: 12<sup>th</sup> March 2015**

**BEC Vantage – Speaking**

**Reporting time for students : 10:00 AM**

**Exams Begins : 10:30 AM**

**BEC Preliminary – Speaking**

**Reporting time for students : 11:30 AM**

**Exams Begins : 11:45 AM**



Cambridge University Press staff will reach the venue at 8.00 AM to look at the arrangements.

1. Interview rooms – 1
  - For the examiners we need 1 head table with 2 chairs on each side of the table as we will have 2 students and 2 examiners sitting in 1 interview room
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2. Waiting area for students – 1 hall / classroom
  - Should be a little away from the interview rooms
3. 2 chairs outside the speaking test room for students to wait for their turn
4. Water/ tea/ coffee/ lunch to be arranged for invigilators / examiners in coordination with CUP staff
5. Preferably noise free area for smooth functioning of exams.
6. Stop Watch in each class rooms. (Optional)

**BEC Vantage – Reading / Writing / Listening – 13<sup>th</sup> March 2015**

<b>Reporting time for students</b>	<b>: 09:30 AM</b>
<b>Exam Begins</b>	<b>: 10:00 AM</b>
<b>Exam Finishes</b>	<b>: 12: 45 PM</b>



Cambridge University Press staff will reach the venue both the days 12 & 13 March at **7.30 am** to look at the arrangements.

1. Hall which can accommodate – 20 Candidates in 1 classroom
  - a. **2 Classroom required for BEC Prelim and 1 Classroom for BEC Vantage**
  - Distance between table needs to be 1.25 mts
  - Seating arrangement needs to be in table chair format
  - CD Player with good sound system for Listening test
  - White board with Markers
  - Big clock which will be visible for students
  - 2 head tables with 5 chairs to keep exam materials
  - 1 school support staff for emergency help
  - Power back during listening test
  - Preferably sound proof rooms/ area where there is less noise
  - Mike if the hall is large.
  
2. Students will need to carry
  - Valid Photo id proof (college ID card)
  - 2 (B or HB) pencils as the exam has to be written in pencil
  - 1 eraser
  - 1sharpner
  - Water in plastic bottle
  - Small pencil case
  
3. Water/ tea/ coffee/ lunch for invigilators to be arranged in coordination with CUP staff
  
4. Preferably noise free area for smooth functioning of exams.

Will be grateful, if you can make the above arrangements feasible so that we can give the students a very good experience of International Exam.

Please feel free to email me or call me.

Warm Regards:

Kakoli Sarkar

National Sales Head - ELT / Examinations

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