



## 2014 Cambridge English Language Assessment awards for preparation centre

### *Terms and Conditions*

Please read the following Terms and Conditions carefully before submitting your nomination.

1. This competition is only open to individuals over 18 years of age who are employees of a registered Cambridge English Language Assessment preparation centre (via Cambridge English Online).
2. Entrants must have at least an intermediate level of English (Common European Framework level B2), e.g. they can:
  - follow or give a talk on a familiar topic or keep up a conversation on a fairly wide range of topics;
  - scan texts for relevant information, and understand detailed instructions or advice; and
  - make notes while someone is talking or write a letter including non-standard requests.
3. This competition will open on **6 January 2014** and end at midnight GMT on **28 February 2014**. All entries must be received by midnight GMT **28 February 2014**.
4. Entries must be submitted using the available designated entry submission form on [www.surveymonkey.com/s/2014CambridgeEnglishcompetitionforpreparationcentres](http://www.surveymonkey.com/s/2014CambridgeEnglishcompetitionforpreparationcentres).
5. To make a valid entry, entrants must have completed all sections of the online entry form. Incomplete entries will be disqualified from the competition. Entry forms submitted after midnight GMT on **28 February 2014** will be disqualified from the competition.
6. A preparation centre can submit an entry for each of the available categories. Multiple entries for the same category from the same preparation centre will be disregarded and the preparation centre disqualified.
7. The submitted nomination must be the entrant's own original work. Entrants must obtain permission from any organisation, individual, company and similar if required. Submitted entries must not infringe on any third party rights or contain any names, logos, or images without having written permission to do so (from a parent or guardian if any under 18s are featured) which entrants can provide evidence of to Cambridge English Language Assessment on request.
8. Written nominations previously produced for compensation and/or copyrighted materials are not eligible and will be disqualified from the competition.
9. The description of violence, profanities, sex or other offensive or abusive content, as well as the attack or discrimination of individuals or organisations will disqualify the entire entry. Cambridge English Language Assessment retains sole discretion to disqualify entries it deems to be inappropriate.



10. The submitted nomination must not exceed a length of 250 words. Nominations that exceed the maximum length will be disqualified.

11. Materials submitted to [prepcentreinfo@cambridgeenglish.org](mailto:prepcentreinfo@cambridgeenglish.org) in support of the nomination will be treated confidentially and should be in PDF format. Submitted supporting materials must not infringe on any third party rights or contain any names, logos, or images without having written permission to do so (from a parent or guardian if any under 18s are featured) which entrants can provide evidence of to Cambridge English Language Assessment on request.

12. Supporting materials previously produced for compensation and/or copyrighted materials are not eligible and will be disqualified from the competition.

3. Cambridge English Language Assessment retains sole discretion to disqualify any submitted materials if it feels that these materials are in breach of the terms and conditions of this competition.

14. Preparation Centres can submit nominations in five award categories:

- Business Growth
- Computer-based learning ambassador
- Customer Care
- Marketing and Publicity
- Teacher support

The description of the individual award categories and what a nomination should include to qualify for consideration under an award category are contained within the nomination form.

15. Three finalists per award category will be chosen by Cambridge English Language Assessment at its sole discretion. Each finalist will receive a trip to the Cambridge English Language Assessment Head Office in Cambridge, United Kingdom from 2-5 July 2014 where they will attend a variety of sessions and events.

16. Cambridge English Language Assessment will cover the following expenses: economy class travel, accommodation for 3 nights and full board. Finalists will have the opportunity to have a free day to visit any places of interest. Finalists make their own arrangements for any trips and all costs incurred on their free day must be covered by the finalists themselves, including, but not limited to, food and drink, accommodation, travel, insurance. Finalists must cover any costs for any social or other optional activities outside of the programme themselves.

17. Cambridge English Language Assessment will not provide any insurance cover for the finalists, including without limitation travel insurance. The finalists will be solely responsible for obtaining any insurance cover they require at their own cost.



18. Finalists will be chosen by **14 March 2014** and will be notified from **17 March 2014** onwards.

19. Once notified, the finalists will be required to confirm within a then-specified time frame that they will attend the July event and that they have a valid right to enter the United Kingdom for the purpose of attending the July event. It is the responsibility of each winner to ensure they have the necessary documentation for them to enter and stay in the UK for the duration of the July event.

20. Cambridge English Language Assessment cannot and does not guarantee any finalist will have or be able to obtain an entry permit or other permission to enter the United Kingdom for the purpose of taking up a prize from this competition. The obtaining of entry documents is the sole responsibility of each prize winner and at their own expense.

21. If a finalist cannot be contacted within 7 working days from the **17 March 2014** their finalist spot shall be forfeit and Cambridge English Language Assessment will choose a replacement finalist.

22. Only the chosen finalists will be contacted.

23. If a winner is unable to obtain entry to the United Kingdom, or does not confirm his/her attendance and right of entry within the time frame provided, Cambridge English Language Assessment reserves the right at its sole discretion to make alternative arrangements with the winner for a prize deemed by Cambridge English Language Assessment to have an equivalent value to the prize described herein or alternatively to declare the prize forfeit and select a new winning entry.

24. Finalist places and/or any prizes awarded are not transferrable and cannot be exchanged for cash or credit or any other product.

25. By submitting a nomination, preparation centres agree, if selected as a finalist, to participate in all publicity reasonably requested by Cambridge English Language Assessment including without limitation press, print and online publicity including publication of both their name and photo. Finalists also agree to participate in a filmed interview whilst in Cambridge, which may be used on public websites and other media. By submitting their entry, entrants irrevocably and unconditionally waive all rights under Chapter IV of the Copyright, Designs and Patents Act 1988.

26. Cambridge English Language Assessment reserves the right to cancel the competition at any time. No notification or correspondence will be entered into.

27. Cambridge English Language Assessment reserves the right to substitute finalist arrangements and/or the prizes at any time.



28. Cambridge English Language Assessment reserves the right to disqualify any entry that Cambridge English Language Assessment believe in their sole discretion to be in breach of these terms and conditions.

29. Cambridge English Language Assessment decisions are final and no correspondence will be entered into. This competition is subject to English law and jurisdiction.

30. Cambridge English Language Assessment accepts no responsibility for any costs incurred by any entrant participating in this competition or in claiming their prize.

31. Cambridge English Language Assessment shall not be liable for any delay in, or for failure to perform, its obligations if that delay or failure is caused by circumstances beyond its control including, without limitation, weather, sickness, transport cancellations or delays, fires, strikes, insurrection, riots, embargoes.

32. This competition is run by the Chancellor, Masters and Scholars of the University of Cambridge acting through Cambridge English Language Assessment.