

STEP Glossary

Centre	A centre is where candidates sit the STEP, typically their school or college.
Open Centre	An open centre is a centre which offers STEP to external candidates. Open centres are often British Council offices.
Closed Centre	A closed centre is a centre which will only offer STEP to its own candidates.
Open Centre Network	The open centre network is Cambridge Assessment's list of open centres. Candidates who do not have a centre where they can sit STEP can use the open centre network to find a suitable centre.
Administrative Fee	This is a fee charged by open centres in addition to the standard or late STEP entry fee to help cover costs of invigilation and room hire. Cambridge Assessment cannot dictate an administrative fee as the costs vary from centre to centre.
Standard Entry	This is an entry made before the 30 th April 2010.
Late Entry	This is an entry made 1 st – 28 th May 2010. Entries will not be accepted after this date.
Entries Extranet	This is the tool used by Examinations Officers to enter their candidates for STEP. Examinations Officers must register with Cambridge Assessment in order to gain access to the Entries Extranet.
International Candidate	This is a candidate from outside of the UK.
External Candidate	This is a candidate sitting the STEP at a centre where they are not a pupil.
Access Arrangements	Access arrangements are any special arrangements required by a candidate for taking the test, for example 25% extra time for dyslexia.
Special Considerations	"Special Considerations" are used to indicate to institutions that a candidate suffered temporary illness, injury or disposition at the time of the assessment.