

EXAMINATIONS INVIGILATION SERVICE

British Council, Bangkok, provides invigilation services for students registered with UK schools, colleges and universities who need to take examinations but are not able to travel to the UK.

Each educational institution has strict regulations about how examinations are conducted. We ensure that all regulations are followed and all requirements are met. We receive and store papers from schools, colleges or universities, provide test rooms with invigilators for examinations and return the answer scripts to the UK by courier.

FEES:

- For some courses, especially distance learning courses (e.g. The Open University), the tuition fee paid by the student includes the cost of taking the examination overseas, and the invigilation fee is paid by the college or university.
 - The fee of 4,700* baht will be charged per paper per candidate for candidates sitting the examination.**
 - In circumstances where a candidate is unable to attend an examination, the full examination fee of 4,700* baht will be charged if less than one week's notice is given. The invoice will then be made after the completion of the examinations.**
- For other courses, the student is expected to cover local examination costs and courier costs. This should be clearly stated in your institution's instructions or letter concerning examination arrangements.
 - The fee for administering examinations at the British Council, Bangkok, is 4,700* baht for one paper for one candidate (maximum of three hours). For examinations scheduled more than 3-hour, the invigilation fee will be charged twice the price.**
- For examinations arranged during the British Council Thailand's Holidays, an examination invigilation service fee will be charged at **THB 9,400*** per 3-hour exam per candidate and per subject. The list of the official holidays in 2016 are below:

Friday 1 st January	New Year's Day
Monday 22 nd February	Makha Bucha Day
Wednesday 6 th April	Chakri Day
Wednesday 13 th April	Songkran Festival
Thursday 14 th April	Songkran Festival
Friday 15 th April	Songkran Festival
Monday 2 nd May	In Substitution National Labour Day
Thursday 5 th May	Coronation Day
Friday 20 th May	Visakha Bucha Day
Tuesday 19 th July	Asarnha Bucha Day
Friday 12 nd August	H.M. the Queen's Birthday
Monday 24 th October	In Substitution for Chulalongkorn Memorial Day
Monday 5 th December	H.M. the King's Birthday
Monday 12 nd December	In Substitution for Constitution Day
Monday 26 th December	In Substitution for Christmas Day
Friday 30 th December	New Year's Eve

- The normal scheduling time for examinations is between Monday and Friday; there are two sessions in a day: Morning and Afternoon. The normal start time for morning sessions is either 0930 or 1000 hours and the normal start time for afternoon sessions is either 1330 or 1400 hours. All examinations must be finished by 1700 hours. **Therefore, for examinations scheduled to start/end after 17:00 hours (local time), an examination invigilation service fee will be charged at THB 9,400* per 3-hour exam per candidate and per subject.**

All fees are paid by credit card/debit card (VISA/ Master Card) at least 7 days prior to the examination date. No arrangements will be made if the fees are not settled within this period. On the examination day, you are required to show the receipt to the invigilator before the examination begins.

Failure to attend the examination(s),

- without any notice to the Examinations Service, **4,700* baht** will be charged per paper
- with cancellation advice at least one week before examination date, **1,800* baht** will be charged per paper. (This condition also applies in cases where a medical report is provided.)

If you have any enquiries, please contact Examinations Services (**Mon-Fri 10.00-18.00**), at the following address:

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Siam Square,
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Thailand

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