

British Council Bangkok Thailand is able to conduct your exam on behalf of your School/University/College or Professional Institute. In order to do that, first of all, you must ensure that your School/University/ College or Institute allows you to take exam in British Council Thailand. There are fees charged for exam arrangement. Candidates taking exam will be responsible for this fee unless it is agreed to be paid by your School/University/College/Professional Institute.

1. Fees Scale

Mon-Fri 1000-1700 hours	THB 4,700 per exam
Mon-Fri after 1700 hours/Weekend/Public Holiday	THB 9,400 per exam

- One exam is defined as one candidate sitting one paper for duration of up to 3 hours maximum. For exams scheduled more than 3 hours, the invigilation fee will be charged twice the price.
- The normal scheduling time for exams is between Monday and Friday; The standard start time for morning sessions is 1000 hours and for afternoon sessions is 1400 hours. All examinations must be finished by 1700 hours. Therefore, for exams scheduled to start/end after 1700 hours (local time), an exam invigilation service fee will be charged at THB 9,400
- In circumstances where a candidate is unable to attend an exam, the full exam fee of THB4,700 will be charged if less than one week's notice is given. The invoice will then be made after the completion of the exams.
- The list of British Council's holidays in 2018

Monday 01 January	New Year's Day
Thursday 01 March	Makha Bucha Day
Friday 06 April	Chakri Day
Friday 13 April	Songkran Day
Saturday 14 April	Songkran Day
Sunday 15 April	Songkran Day
Monday 16 April	Substitution on Songkran Day
Tuesday 01 May	Labour Day
Tuesday 29 May	Visaka Bucha Day
Friday 27 July	Asanha Bucha Day
Saturday 28 July	H.M. the King's Birthday
Monday 30 July	Substitution on H.M. the King's Birthday
Sunday 12 August	Mother's Day
Monday 13 August	Substitution on Mother's Day
Saturday 13 October	Passing Day of King Bhumibol
Monday 15 October	Substitution on Passing Day of King Bhumibol
Tuesday 23 October	Chulalongkorn Day
Wednesday 05 December	Father's Day
Monday 10 December	Constitution Day
Tuesday 25 December	Christmas Day
Monday 31 December	New Year's Eve

The fees cover the receipt and safe-keeping of the exams papers, invigilator cost, provision of an exam room, return the exams papers to overseas institutions by courier (UPS), correspondence and administration cost.

2. Payment Procedures

2.1) In-person at British Council Siam Square

- Submit the completed invigilation service application at least two weeks before the first day of exam at British Council Siam Square.
- Make a payment by credit/debit card (VISA/MasterCard) in office working hour Mon – Sat 0900-1800 hours. Cash is not accepted.

2.2) Bank transfer

- Submit the completed invigilation service application at least two weeks before the first day of exam to examsregistration@britishcouncil.or.th
- Our customer service will provide you the bank details to process the payment.

Cancellation/ Withdrawal

- without any notice to the Examinations Services, **THB 4,700** will be charged per paper.
- with cancellation advice at least one week before the exam date, **THB 1,800** will be charged per paper. (This condition also applies in cases where a medical report is provided).
- the exam cannot be postponed.

1. APPLICATION

- Complete the invigilation service application with all exams details with contact details of university/professional institution.
- Submit the application by email to examsregistration@britishcouncil.or.th



2. EXAM BOOKING

- After the British Council confirms the availability, the candidate must confirm with the institution of sitting exam at British Council Bangkok Thailand.



3. EXAM CONFIRMATION

- The British Council will contact the candidate to confirm the exam date, time and venue after the institution has confirmed and finalised exam details.



4. PAYMENT

- Make a payment of exam fees at least two weeks before the exam.
- NO refund will be made for cancellation of exams under any circumstance.



5. EXAM DAY

- Arrive at least 15 minutes before your exam time.
- Bring your original Thai ID Card/passport/student card or other authorised/required ID documents by the institution.
- Bring your own stationary. You may bring only permitted stationary by your institution.

Centre Details

Local Start Time: 10:00, 14:00

Main Venue: British Council Bangkok Siam Square, unless indicate otherwise.

In the circumstance examinations are held at the offsite venue, this will be confirmed one week in advance.

Address: 254 Chulalongkorn Soi 64, Siam Square, Phyathai Road, Pathumwan, Bangkok THAILAND 10330

Contact Details

Exams Customer Service

Telephone: +66(2) 657 5678

Email: Examsregistration@britishcouncil.or.th

Website: <http://www.britishcouncil.or.th>

Office hours: Mon-Sat 0900 – 1800 hours

Candidate name:	
Passport number:	
Date of birth:	
Email:	
Phone:	
Address:	

Examinations for Institution/University: _____

Contact person: _____ **Email:** _____

No	Subject	Paper/ Computer	Date	Local Time/ Duration	Fee (THB)
1					
2					
3					
4					
5					
6					
7					
8					

Total Fee: _____ British Council will confirm the total fee once all details have been completed.

The invigilation service fee:

- THB 4,700/paper (within 3 hours): examinations between Monday – Friday, from 1000 – 1700 hrs
- THB 9,400/paper (within 3 hours): examinations after 1700 hrs of working day, on weekend and in public holiday.
- THB 7,550/paper: sitting 1 or 2 subjects in a session of University of London examinations.
- THB 5,290/paper: sitting 3 or more subjects in a session of University of London examinations.

1. I hereby agree to abide by the Rules and Regulations of the above-named Examining Body/ Institution and that of the British Council.
2. I am aware that fees paid are not refundable.

Disclaimer

The British Council and the Examining Boards take all reasonable steps to provide continuity of service. We feel sure you will understand; however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The British Council's liability will be limited to the refund of the registration fee or re-testing at a later date.

Candidate Signature: _____ **Date:** _____

For official use only

Receipt No.: _____ **Date:** _____

CS Signature: _____