

Step Guide for University / School invigilation



Global Exams Services - Thailand

[Home Page](#) [Register](#)

Welcome to British Council Thailand

Introduction:

The British Council Thailand administers all stages of the process on behalf of the UK's and others' major examination's boards, including registration, hosting, forwarding the papers to the institutions, advising candidates of results, and presenting certificates.

We also provide invigilation services for students registered with overseas schools, colleges and universities, who need to take examinations.

In order to do that, first of all, you must ensure that your School, University, College or Professional Institute allows you to take exam with the British Council Thailand.

There are fees charged for any exam arrangement. Only paper-based examinations and internet-based examinations can be conducted at our centre. Please note that we are not able to operate speaking and listening, practical/laboratory modules, coursework, conducting interviews, experiments, including downloading and installing any test software.

Candidates taking any exams will be responsible for this fee unless it is agreed to be paid by your institutions.

In this section, you can find out how to register and pay for exams.

If you need to make special arrangements when registering for your exams, please contact us at [Examinations services](#). You will need to submit a recently issued medical report along with your special need request at least two months before your exam date. You will need to provide a recent medical certificate in English from a registered medical institution.

Step 4: Contact your institution for results

British Council will be responsible for examination invigilation and dispatch exam scripts to institution. For your final assessments, please contact your registered institution.

Exams fees scale:

Exam Duration (Monday to Friday)	Fees
Exam time no more than 3 hours including break time between papers	THB 4,700
Exam time more than 3 hours including break time between papers	THB 9,400
Exam time after 5 p.m. onwards	

Sold by British Council Thailand

Notes:

1. Every test that is not taken on the same day will be counted as a new session, which is started from THB 4,700.
2. The fee covers the receipt, safe-keeping and return of the examination papers, provision of an examination room, invigilation and provision of laptops for computer-based tests.
3. The fees do not include examination board fees or registration fees that are charged by the institutions that you are applying for.
4. All charges are VAT-inclusive and subject to annual-periodic review and, as such, is subject to change without notice.

Read through the information before registration.

โปรดอ่านข้อมูลสำคัญที่ปรากฏก่อนสมัครสอบ

Follow these simple steps to register for your exams:

Step 1: Complete your registration online

Please complete your registration form. You will also need the school/university/professional institution that you are applying for and obtain the following information;

- Date(s) of examination(s)
- Number of examination paper(s)
- Duration of each examination paper(s) including break time if more than one examination paper
- Calculate the total duration of all examination paper(s) including break time if more than examination paper
- School/university/professional institution's contact detail (e.g. name/ email/ department/ phone number)

Please make sure you provide a valid email ID as all communications about your registration will be sent directly to your e-mail account automatically.

All fields with an asterisk (*) must be completed, any incomplete form will not be processed.

An exam session starts between Monday and Friday; where the standard start time for morning session is 10.00 hours and for afternoon session is 14.00 hours (Bangkok local time).

Step 2: Pay for your exams

You will find the fees for exams below and once complete your registration online. The total amount of your examination fee will be shown as you complete this registration form. Your registration will not be processed until you have paid for your exams.

We only accept online payments and QR payment. Cash is not accepted.

Step 3: Wait for a confirmation email

You will receive confirmation email once your information has been processed. We will send confirmation email including venue test and additional information 1 week prior your actual exam date.

Click 'proceed' to go to the next page

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Privacy notice

Terms and conditions

The British Council will use the information that you are providing in connection with processing your registration. The legal basis for processing your information is agreement with [our terms and conditions](#) of registration (contract).

I agree to the terms and conditions *

Click 'I agree' to next page

กด proceed เพื่อไปหน้าถัดไป

Data protection

The British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards.

You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.

For detailed information, please refer to the privacy section of our website, www.britishcouncil.org/privacy or contact your local British Council office. We will keep your information for a period of 3 years from the time of collection for your registration; for marketing purposes, we will keep your information for a period of 7 years.

Marketing

Choose your marketing preferences.

เลือกวิธีรับข่าวสารและกิจกรรม

Your marketing preferences

The British Council would like to use the information you provide to send details of activities, services and events (including social events) which we think are of interest.

You may unsubscribe at any time from our emails within your 'My Account' area in the Test Taker Portal. Or you can [contact us](#). We will process your personal information based on your consent.

Candidate Details

Fill in all the required information.

กรอกข้อมูลสำคัญในการจองสมัครสอบ

First name *

Last name *

Email address *

Phone number *

Address line 1 *

Address line 2

Town/City *

Postcode *

Country *

Click 'proceed' to go to the next page

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Choose your exam sessions and dates

Please choose a preferred test date for your examination, except for the following Public holiday:

1. New Year's Day Monday 1 Jan 2024
2. Substitution for New Year's Eve Tuesday 2 Jan 2024
3. Substitution for Makha Bucha Day Monday 26 Feb 2024
4. Substitution for Chakri Memorial Day Monday 8 Apr 2024
5. Songkran Festival Monday 15 Apr 2024
6. Substitution for Songkran Festival Tuesday 16 Apr 2024
7. National Labour Day Wednesday 1 May 2024
8. Substitution for Coronation Day Monday 6 May 2024
9. Visakha Bucha Day Wednesday 22 May 2024
10. H.M. Queen's Birthday Monday 3 Jun 2024
11. Substitution for Asarnha Bucha Day Monday 22 Jul 2024
12. H.M. King Vajiralongkorn's birthday Monday 29 Jul 2024
13. H.M. The Queen's Mother's Birthday Monday 12 Aug 2024
14. Substitution for H.M. King Bhumibol Adulyadej Memorial Day Monday 14 Oct 2024
15. Chulalongkorn Day Wednesday 23 Oct 2024
16. King Bhumibol Adulyadaj's Birthday/Father's Day Thursday 5 Dec 2024
17. Constitution Day Tuesday 10 Dec 2024
18. Christmas Day Wednesday 25 Dec 2024
19. New Year's Eve Tuesday 31 Dec 2024

Check for available test date and public holidays.

ตรวจสอบวันสอบที่ว่างและวันหยุดนักขัตฤกษ์

Note that although this calendar allows any selection, please;

1. Only make your reservation at least 10 working days (2 calendar weeks) in advance
2. Only select from Monday to Friday (except weekends, and Thai national holidays)

Note: Please carefully check for the available date under these conditions

หมายเหตุ: โปรดตรวจสอบวันที่ต้องการสอบตามเงื่อนไขข้างต้น

Choose your test date and time.

ระบุวันสอบและเวลาในการสอบ

Please choose your preferred date for your exam. (except weekends, and Thai national holidays) *

(DD/MM/YYYY)

Would you like to book test session? (Sold by British Council Thailand) *

Choose one...

Choose your test type.

ระบุรูปแบบของการสอบ

e.g.: university / school exams

Please choose type of exams for test session (the code in the brackets are for internal use only) *

Choose one...

Please note that your examination date and session are to be confirmed by British Council Examination Services based on our availability and that we provide exam invigilation service from Monday to Friday with fixed exam start time, exams can either start at 10am or 2pm only.

Notes:

1. Each test session is no more than three consecutive hours including breaks between papers. Candidate can sit more than one paper in one session.
2. For examinations that straddle the 2 time slots, the total fee will be determined by the end time of the examination.
3. Every test that is not taken on the same day will be counted as a new session, which is started from THB 4,700.
4. The fee covers the receipt, safe-keeping and return of the examination papers, provision of an examination room, invigilation and provision of laptops for computer-based tests.
5. The fees do not include examination board fees or registration fees that are charged by the institutions that you are applying for.
6. All charges are VAT-inclusive and subject to annual-periodic review and, as such, is subject to change without notice.

Click 'proceed' to go to the next page.

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Overseas Institution / University Details

Name of your Institution / University *

Department *

Name of Contact *

Telephone No. *

Email address *

Fill in all the required information about the institution.

กรอกข้อมูลสำคัญเกี่ยวกับมหาวิทยาลัย หรือ โรงเรียนที่ต้องการสอบ

Click 'proceed' to go to the next page.

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Child Safe Collection on the Test Date Policy

At the British Council, the safety and welfare of all our candidates is of the utmost importance. Our staff have a fundamental duty of care to protect all children with whom we work from harm and abuse.

- A child is defined as any person who has not reached their 18th birthday
- On the test date, candidates aged under the age of 11 will not be allowed to leave the exam premises at the end of the examination without parents or legal guardians being present at the exam venue.
- On the test date, candidates aged between 11 and 17 years old will be allowed to leave the premises at the end of the examination only if they have previously provided a signed copy of this form.
- The person identified to collect the child must be age 14 years or older
- Any subsequent change to the person who comes to collect the child must be authorised in writing by the parent/carer.

On the test day, what is your age range? *

Choose one...	▼
Choose one...	
18 years old and above	
Below 18 years old	

**Please read the Child Safe Collection policy
and choose the answer below.**

โปรดอ่านข้อความสำคัญสำหรับผู้สอบที่อายุต่ำกว่า 18 ปี

On the test day, what is your age range? *

Below 18 years old ▼

On the test date, children or teenagers aged below 18 years should only be permitted to leave the premises alone if parental consent to this has been given in writing. Please advise us of your arrangement on the test date by selecting one option below: *

Wish to collect your children at the end of the test ▼

Choose one...

Permit your children to leave the test venue alone at the end of the test

Wish to collect your children at the end of the test

Full name of parent/guardian *

Mobile phone number of parent/guardian *

I declare that I exercise parental care of the candidate named on this form and I have read, understood and accept the above. *

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If you are below 18 years old on test day,
please fill in the required information shown.

หากท่านมีอายุต่ำกว่า 18 ปี ณ วันที่สอบ โปรดกรอก
ข้อมูลสำคัญในการออกจากสนามสอบ

Special Requirements

Do you have any special requirements? *

Yes

No

If you need a special arrangement,
please mention it here.

หากต้องการการจัดสอบสำหรับผู้พิเศษ
โปรดระบุความต้องการตรงนี้

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Cancellation policy

Please read about cancellation policy.
โปรดอ่านข้อมูลสำคัญเกี่ยวกับการขอยกเลิก
การจอบสอบ

Cancellations

Candidates are expected to notify the British Council of any cancellation or rescheduling in writing as soon as possible. Refund terms depend on when you cancel and whether exceptional circumstances apply. There is no refund for cancellation without any notice.

Time to examination date

1. More than 7 working days before examinations

- If the awarding body or you cancel the examination more than 7 days before the scheduled date, the payer will be charged for admin fee 1,800 THB per session

2. On the examination day or after the examination

- If the awarding body or you cancel the examination on or after the scheduled date, no refund will be provided.

Candidate exception

The awarding body/you may make a case for exceptional circumstances to the test centre before the examination and up to five working days after the examination if you did not attend the examination. Our test centre will respond to the awarding body/you within seven working days of receiving the case in writing. The test centre will assess the case for exceptional circumstances.

All cases for exceptional circumstances and supporting evidence must be received by the test centre no later than five working days after the scheduled examination date.

The test centre defines exceptional circumstances as:

- Serious medical conditions which prevent you from attending or performing normally on the examination date; such conditions require supporting evidence of a medical certificate from a qualified medical practitioner.
- Evidence of bereavement, trauma or other forms of significant hardship.

We allow rescheduling once due to medical reasons/emergency with proof, and only if the awarding body allows to do so.

Test centre exceptions:

Under certain circumstances outside the test centre's control, we may have to cancel your examination. These circumstances include but are not limited to extreme weather conditions, natural disasters, civil unrest and industrial actions. In those circumstances, the test centre will provide you and the awarding body with as much notice as possible and provide the choice of either.

- A full refund, or
- Rescheduling to a future examination date only if your awarding body allows it.

Candidate declaration

This section must be completed by a legal parent/guardian/carer if the candidate is under the age of 18.

You hereby certify that you have fully understood the British Council's terms and conditions for the administration of examinations and agree to be bound by them.

It is your sole responsibility to ensure that you are registering to take the correct examination(s) as required by your school/university/institution and that you are fully aware of all the rules, regulations and terms and conditions of the examining body.

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 administrative/paper fees or retesting on a later date.

You are advised not to bring any unnecessary baggage or valuable items to the test venue. The British Council will not be responsible for any loss or damage.

I hereby certify that I have fully understood the British Council's terms and conditions for the administration of examinations and agree to be bound by them. *



Click 'proceed' to go to the next page.

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Registration Details

Check your registered details.

ตรวจสอบข้อมูลการสมัครสอบ

Registration
contact's details:



Edit



Description	Quantity	Unit price	Total
Event Booking: Attendee	1		
Please chose your preferable session: AM 10.00 – 13.00	1		
Would you like to book test session? (Sold by British Council Thailand): Yes, exam time no more than 3 hours (4,700 THB)	1	฿4,700.00	฿4,700.00
		Total:	฿4,700.00
		Grand total:	฿4,700.00
		Outstanding:	฿4,700.00

Available payment methods

Pay online

Click 'Pay now' to go to the payment page.

กด Pay now เพื่อไปยังหน้าชำระเงิน

Pay now

Sold by British Council Thailand

We accept VISA, Mastercard, Smart QR code where they are available. Please note, your bank may decline your purchase or charge an additional fee for an international payment. This site uses 'Verified by Visa' and 'Mastercard Securecode' for all online transactions, collectively known as '3D Secure'. If you do not know your password or have not set up 3D Secure, please contact your bank. Read more about [3D Secure](#)

Pay online

Select payment method



Time remaining
59 minutes 30 seconds

Need help?

Please contact your local customer service team for support

Your order ID is E-THEXA-325023-808493

Your purchase

Name	Subtotal
Thailand - Distribution Exams	4700.00
Total	4700.00 THB

Order ID: E-THEXA-325023-808493

Choose your payment method through cards or QR.

เลือกวิธีการชำระเงินผ่านบัตรหรือ QR

Remark: If you choose to pay via QR, it will only accept through Thai bank account.

หมายเหตุ: การชำระผ่านคิวอาร์โค้ดจะรองรับสำหรับลูกค้าที่มีบัญชีธนาคารในประเทศไทยเท่านั้น

We accept all major credit and debit cards.



Card details

Cardholder's name

Card details

Expiry

Security code ⓘ

Billing address

Edit

Address line 1

1

Country

Thailand

Postal code

1111

City

B

If you choose through card, please provide your card details to make the payment.

หากเลือกชำระผ่านบัตรเครดิต เดบิต กรุณากรอกข้อมูลเจ้าของบัตรเพื่อทำการชำระเงิน

Pay 4700.00 THB



Safe payments