

## Registration Guide

### 1. When and how can I apply IELTS test?

- a) Fill in the attached application form (**in CAPITAL LETTERS**).
- b) Attach 2 recent **passport photographs** (2 inches) – not over 6 months old, *without a hat and glasses*, and a copy of **one** of the following proofs of identity:
  - Passport
  - National Identification Card (*Thai candidates*)

You need to present the above original proof of identity when registering and on your scheduled test date. Please note that student cards and other proofs of identity are not accepted. The original proof of identity must be presented when registering.

- c) Pay the registration fee when you register. To ensure a place, registration should be completed as far in advance as possible – ideally more than 5 weeks (about 6 weeks) prior to the test.
- d) Registration closes 3 days prior to test dates.

### 2. Test fee: 5,900 Baht

**Method of payment:** We accept cash and credit card (Visa and Master Card) only.

### 3. Can I POSTPONE or CANCEL IELTS after I have registered for the test?

Postponement/cancellation must be made **14 days prior to the scheduled test date**.

In addition, postponement can only be made **ONCE** to the previous or next available session and *cancellation will not be allowed afterwards*. Please complete the forms at Siam Square Centre. A **postponement fee of 800 Baht** or a **cancellation fee of 1,400 Baht** will be charged in any circumstances. Cancellation and postponement within two weeks of the test date means cancellation of the test (without any refund) and re-application.

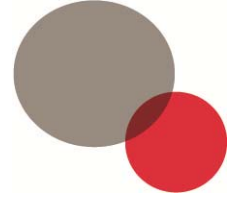
Documents for cancellation:

- a) Bank details (Savings account only)
- b) An original receipt

***The testing centre reserves all rights not to process any postponement or cancellation.***

### 4. Can I AMEND Test Module from AC to GT or vice versa?

Amendment on test module must be made **14 days prior to your registered date**. In case there is no seat available on your original registered date, the test centre will transfer you to the next available session. An **Amendment fee of 500 Baht** will be charged in any circumstances. An original receipt is required for amendment process.



## ON TEST DATE

### 5. What do I need to bring with me on the test date?

You must bring proof of payment (receipt) and proof of identity (**as cited on your application form**). In Thailand, only two forms of identification are accepted, an original passport and/or Thai ID Card.

### 6. What will happen if I am LATE or ABSENT?

You will not be permitted to sit the examination if you arrive late. **No candidates will be allowed to enter the exam room after the sound check has started.** In case of an absence, no refund will be made to any candidate. In the case of an absence due to the illness, the candidate must present a valid, genuine medical certificate from a hospital to the Examinations Services Manager on the test date or the following working day **ONLY**. The postponement can only be made **ONCE** to the next available session. A postponement fee of 800 Baht or a cancellation fee of 1,400 Baht will be charged.

### 7. How long is the test?

You must arrive at the test centre by **08:15**. The listening, reading and written tests are finished by 12:00. The speaking test will take place at a pre-designated time at 13:00 onwards.

### 8. IELTS test timetable

08:15 – 08:30	Attendance at test venue
08:31 – 08:50	ID check
08:51 – 09:00	IELTS test instructions
09:01 – 09:30	Listening test
09:31 – 09:40	Transfer time
(10 minutes for collecting	Listening papers and distributing Reading papers)
09:51 – 10:50	Reading test
(10 minutes for collecting	Reading papers and distributing Writing papers)
11:01 – 12:00	Writing test
13:00 –onwards	Speaking test (11 - 14 minutes per candidate)

**A candidate must reserve the whole day for the examination.**

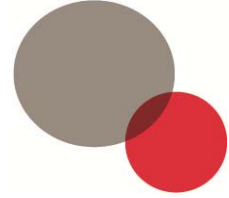
## AFTER THE TEST

### 9. When will I know the RESULTS?

You can collect the original TRF from the testing centre 13 days after the test date. Uncollected TRFs will be mailed to those respective candidates on the following Tuesday after the results have been released by Express Mail Service. You must bring proof of identity (original passport or Thai ID Card only) if you choose to collect the TRF in person. *If someone else will be collecting your TRF for you, a copy of your proof of identity and a signed letter of authority must be given to our staff at the Registration Point.*

***Under no circumstances will results be revealed over the telephone.***

**Online IELTS Results Service** will be available 13 days after the IELTS test at: <http://ielts-results.britishcouncil.org/> or [www.britishcouncil.or.th](http://www.britishcouncil.or.th)



### 10. Will the Test Centre send copies of my TRF to the academic institutions I am applying to?

Yes, if you have **fully completed** the details on the application form. Please note that we will send a copy(s) of the TRF at no extra charge for up to 5 institutions if names/addresses are listed accordingly on the application form before you collect your result. Please bear in mind that the testing centre reserves all rights not to process any copies of TRF if the names/addresses are unclear and/or inappropriate. If you want us to send the TRF(s) to more than 5 institutions, you will be required to pay an additional 500 Baht for each institution/copy

### 11. Can I get a copy of the TRF?

You will receive **ONLY ONE** original TRF, so please ensure that it is kept in a secure place.

**Please note that the replacements of Test Report Forms are not provided in any circumstances.** Nevertheless, apart from the 5 copies for the academic institutions, if you want us to produce and send another institutional copy of your TRF, you will be asked to pay an administration fee of **500 Baht per copy plus postage fee**. We will mail your copy to the recipient directly, therefore, you need to provide the institutions' address and fill in the extra TRF request form at the Registration Point. The centre is unable to issue TRF of test result beyond two years.

### 12. Can I have the results **RE-MARKED** if I am not satisfied with them?

Yes, you can. However, this must be done within 4 weeks after the result is released. Candidates are entitled to request a full re-mark (i.e. all test papers) or a partial re-mark (i.e. one or more modules). You need to fill out the form at the Registration Point. The fee for the re-mark is 5,100 Baht per candidate. The enquiry fee will be refunded if the result is changed. It normally takes 6 - 8 weeks to have the results re-marked.

### 13. What score do I need?

You must check the score requirements with your prospective receiving institutions or sponsors.

### 14. Test dates for 2010

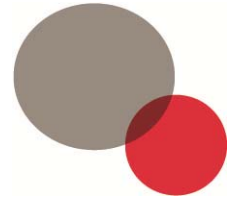
January	9*, 14, 23*, 30	July	10, 17*, 31*
February	6, 11, 20*, 27	August	14, 21*, 28
March	6*, 18, 20*, 27	September	4, 11*, 25*
April	10*, 17*, 24	October	9*, 23, 30*
May	8*, 15, 20, 29	November	4, 6, 20*, 27
June	5*, 17, 19, 26*	December	4*, 16, 11*, 18

**Note:** Asterisk\* dates are General Training and Academic modules.

Non-asterisk dates are Academic module only.

### 15. Office hours:

Registration MON-SUN 8.30- 18.30  
Telephone inquiry MON-FRI 9.30 -17.00



## IELTS Examination Regulations

- You must arrive on time for all examinations. If you are late, you may not be allowed to take the examinations.
- You must provide proof of your identity bearing a photograph when asked by the Supervisor.
- You must only have on your desk the materials and equipment for the papers you are taking, e.g. 2B pencil and eraser. These items will be provided by the test centre.
- You must not cheat, take part in any unfair practice or break the rules in any way when taking the examination.
- Any candidate using or attempting to use a dictionary, spell-checker, cassette recorder or mobile phone will be disqualified.
- Mobile phones and pagers must be switched off and placed with personal belongings in the area designated by the Supervisor. Any candidate who does not comply with this rule will be disqualified immediately.
- You must not talk to or disturb other candidates once the examination has started.
- You must stop writing when the time allowed for each test ends.
- Smoking, eating and drinking are not allowed in the examination room.

## Examination Instructions

- Listen to the supervisor and do what you are asked to do.
- Fill in any details required on the front of your question paper and your answer sheet before the start of the examination.
- You must not turn over question papers until instructed to do so.
- Tell the Supervisor or Invigilator at once if:
  - you think you have not been given the right question paper;
  - the question paper is incomplete or badly printed;
  - you cannot hear the listening test clearly.
- Read carefully and follow the instructions printed on the question paper and on the answer sheet. Your answers will not be marked if the instructions have not been followed.

## Advice and Assistance

- If during the examination you are in doubt about what you should do, raise your hand to attract attention. The Invigilator will come to your assistance.
- You may not ask for, and will not be given, any explanation of the questions.
- If on the day of the examination you feel that your work may be affected e.g. ill health or any other reasons, tell the Supervisor or Invigilator.

## Leaving the Examination Room

- You may not leave the examination room without the permission of the Invigilator.
- Do not make any noise near the examination room.

ANY VIOLATION OF THESE RULES AND REGULATIONS MAY CAUSE DISQUALIFICATION OF THE CANDIDATE.

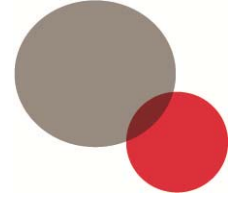
✂ .....

I have read and fully understood all information in the Registration Guide and will follow all the instructions stated.

Name of CANDIDATE: .....

Signature of CANDIDATE: .....

Test Date: ..... Date of Registration: .....



## IELTS Registration Centres

### BANGKOK

#### **British Council**

British Council Siam Square  
British Council Pinklao  
British Council Lad Prao

Tel: 66-2657-5678  
Tel: 66-2884-9944-6 ext. 101, 102  
Tel: 66-2937-1037-9 ext. 0

#### **Bangkae**

New Education World (The Mall Bangkae)

Tel: 66-2803-8350-3

#### **Chidlom & Ploenchit**

Hamilton International  
IEO Study Abroad  
McDucation  
New Cambridge Institute (Thailand)  
World Study Centre (Mahatun Plaza 14<sup>th</sup> Floor)

Tel: 66-2652-0720  
Tel: 66-2650-3532-3  
Tel: 66-2655 1300  
Tel: 66-2252-3133  
Tel: 66-2651-5770-3

#### **Huamark**

Exit Education Co., Ltd.  
OEC Global Education (one block from ABAC Huamark)

Tel: 66-2300-4607-8  
Tel: 66-2720-6844-5

#### **Huaykwang**

Brilliant Life Co., Ltd.

Tel: 66-2641-4748

#### **Lad Krabang**

RMIT English Worldwide (King Mongkut's Institute of Technology) Tel: 662 326-4682-4

#### **Lad Prao & Vibhavadi Rangsit**

Infolearning (next to Vibhavadi Hospital)  
King's Educational Services (5<sup>th</sup> Building)  
SELT Education Link (Phaholyothin 19)

Tel: 66-2941-4150-2  
Tel: 66-2 514-9185-6, 2934-6100  
Tel: 66-2939-5056, 511 4013-4

#### **Pathumwan & Phyathai**

Ajarn Mike's International Study Centre (Ltd.)  
Berlitz Thailand Limited (Siam Paragon Centre)  
The Principal Institute (Phahonyothin Place)  
Professional InterEducation Co., Ltd. (Siam Discovery)  
RMIT English Worldwide (Siam Tower)  
The Scores Education (U Centre Bldg., Chula 42)  
World Study Centre (Wanasorn Tower, 10<sup>th</sup> Floor)

Tel: 66-2251-3712-3  
Tel: 66-2610-9735  
Tel: 66-2619-0730  
Tel: 66-2658-0730  
Tel: 66-2658-0284  
Tel: 086 324-1330, 081 911-1720  
Tel: 66-2642-5921-3

#### **Rachadamri**

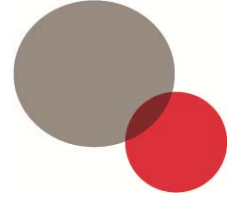
Bangkok School of Management (16<sup>th</sup> Floor, Amarin Tower)  
Mentor International (Regent House, Rajdamri Rd.)  
Eduworld Overseas Study Centre

Tel: 66-2256-9586-9  
Tel: 66-2255-5157-9  
Tel: 66-2255-3340-2

#### **Sathorn**

ANZ Education Centre Co., Ltd. (Sathorn)  
Supreme Business Center Co., Ltd. (1<sup>st</sup> Fl., Life Center)  
Target Education (Naradhiwas Rachanakarin Soi 24)

Tel: 66-2672-3866-7  
Tel: 66-2677-7083-4  
Tel: 66-2674-0117-8

**Silom**

Berlitz Thailand Limited (United Center)  
EdNET Co., Ltd.  
Hands On Education Consultants  
Insight Education (Yada Bldg.)  
Knowledge Plus (Silom Soi 17)  
New Education World (Silom Complex)

Tel: 66-2231-1222  
Tel: 66-2238-4240  
Tel: 66-2635-5230  
Tel: 66-2236-7222  
Tel: 66-2238-3933-4  
Tel: 662 231-3653

**Sukhumvit**

Aim High Centre (Sukhumvit 13)  
Apex Education Consultant Co., Ltd (Sukhumvit 23)  
Berlitz Thailand Limited (Time Square)  
CETA (GMM Grammy Place)  
EF Education First (Emporium Tower)  
Further Education Co., Ltd (Lake Rajada Office Complex)  
IELTS.IN.TH (Sukhumvit 1)

Tel: 66-2168-7085-9  
Tel: 66-2260-2910  
Tel: 66-2255-6070-4  
Tel: 66-2665-8100  
Tel: 66-2664-9966  
Tel: 66-2661-8862-3  
Tel: 080-436-4848, 087 320 9796

**NONTHABURI**

Intra Mekong Co., Ltd.  
PASA

Tel: 662 961 0855-9  
Tel: 66-2966-6508

**PATHUMTHANEE**

New Education World (Future Park Rangsit)

Tel: 662 958 0961-3

**CHIANG MAI**

British Council Chiang Mai

Tel: 66-5324-2103 ext. 24

**SAKON NAKHON**

Kasetsart University, Chalemprakiat Sakon Nakhon Province Campus

Tel: 042-725-000 ext. 1416

**SONG KHLA**

C-Bright Language School

Tel: 074-355-755