

Please read carefully and sign on page 5, กรุณาอ่านอย่างละเอียดและเซ็นชื่อที่หน้า 5

Registration Guide

1. When and how can I apply?

- a) Fill in the attached application form **(in CAPITAL LETTERS)**.
- b) Attach 2 recent colour **American Visa Size Photographs** (2X2 inches) – not over 6 months old *without a hat and eye glasses* and a **signed** 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 or until seats are full.
2. **Test Fee: 5,900** Baht for the tests in Bangkok and Chiang Mai, **6,500** Baht for the tests in Khon Kaen and Hat Yai

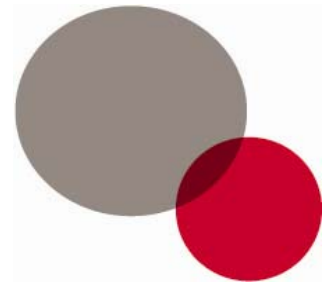
3. Where can I submit my IELTS application?

Bangkok:	IDP Silom Branch (CP tower 4 th fl. Silom rd.)	Tel: 66 2 638 3111 ext. 111 or 112
	IDP Ramkhamhaeng Branch	Tel: 66 2 318 8740
	New Cambridge Institute (Chidlom)	Tel: 66 2 252 3133
	Paradigm Language Institute (Chidlom)	Tel: 66 2 255 8889
	Hands On (Silom)	Tel: 66 2635 5230
Chiang Mai:	IDP Chiang Mai	Tel: 66 53 217 552
Khon Kaen:	IDP Khon Kaen	Tel: 66 43 343 826
Hat Yai:	IDP Hat Yai	Tel: 66 74 459 321

4. Can I amend speaking test day after my seat has been confirmed?

Request for changing speaking test day must be made at least **10 working days** before the test. No fee applied for this service however, the **original receipt** must be presented to an IELTS staff at the request point.

Please note that for Thursday test, candidates must attend the speaking test on Thursday afternoon (same day) only.



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5. Can I postpone or cancel IELTS after I have registered for the test?

Postponement/cancellation must be made **at least 10 working days before the test date** (not including public holiday). In addition, postponement can only be made **ONCE** to the next available session and *cancellation will not be allowed afterwards*. Please complete the forms at the test centre where you registered for the test. A postponement fee of 800 Baht or a cancellation fee of 1,500 Baht will be charged in any circumstances. Candidates who do not apply the above procedure will not get any fee refund.

Documents for Cancellation:

- 6.1) A copy of candidate's bank detail (savings account only)
- 6.2) Original receipt
- 6.3) A signed copy of candidate's ID card/passport

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

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

You must bring proof of identity (**as cited on your application form ONLY**). Copy or other kind of identity is not acceptable. You are **NOT ALLOWED** to bring any personal belongings including stationery into the test room.

7. How long is the test?

You must arrive at the test venue by **08:15 am**. The listening, reading and writing tests are finished around 12:00. The speaking test will take place at a pre-designated time at 13:00 onwards or may be taken in the period seven days before or after the test date.

Province	Test Venue (Listening, Reading, Writing)	Test Venue (Speaking)
Bangkok	Montien Hotel, Surawong road	CP tower, Silom road
Khon Kaen	Pullman Hotel	Pullman Hotel
Hat Yai	Golden Crown Plaza Hotel	Golden Crown Plaza Hotel
Chiang Mai	Chiang Mai Hill Hotel	Chiang Mai Hill Hotel

8. 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



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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 1,500 Baht will be charged.

9. IELTS test timetable

08:15 – 08:45	Attendance at test venue & Registration Process (Candidate No. & Speaking time checking)
08:46 – 09:00	IELTS test instructions
09:01 – 09:30	Listening test
09:31 – 09:40	Transfer time (transfer answers from a question booklet to an answersheet)
09:51 – 10:50	Reading test
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.

10. When will I know the results?

You can collect the original TRF from the testing centre 13 days after the test date. Alternatively, TRFs may be mailed to those respective candidates who have made a request by Express Mail Service or Registered Mail (if outside Thailand). 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 (in English) must be given to our staff at the Registration Point.*

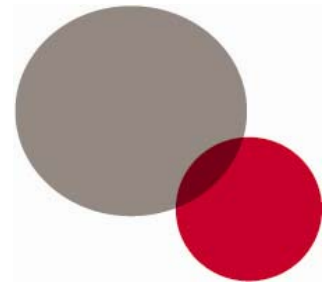
Online Result You can check the result online on our website at www.thailand.idp.com at 1 pm on the 13th day after the test day. Please note your **Candidate Number** and keep it in a secure place as it will be required. The test result will be on the website for only 14 days after it is released.

** * Due to security reasons, candidate number and other personal information will not be revealed over the telephone/fax/email.*

Under no circumstances will results be revealed over the telephone/fax/email.

11. 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 before the registration is confirmed. 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. Please bear in mind that the test centre reserves all right not to process any copies of TRF if 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 plus postage fee.



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12. When can I take the test again?

As often as you wish.

13. 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.

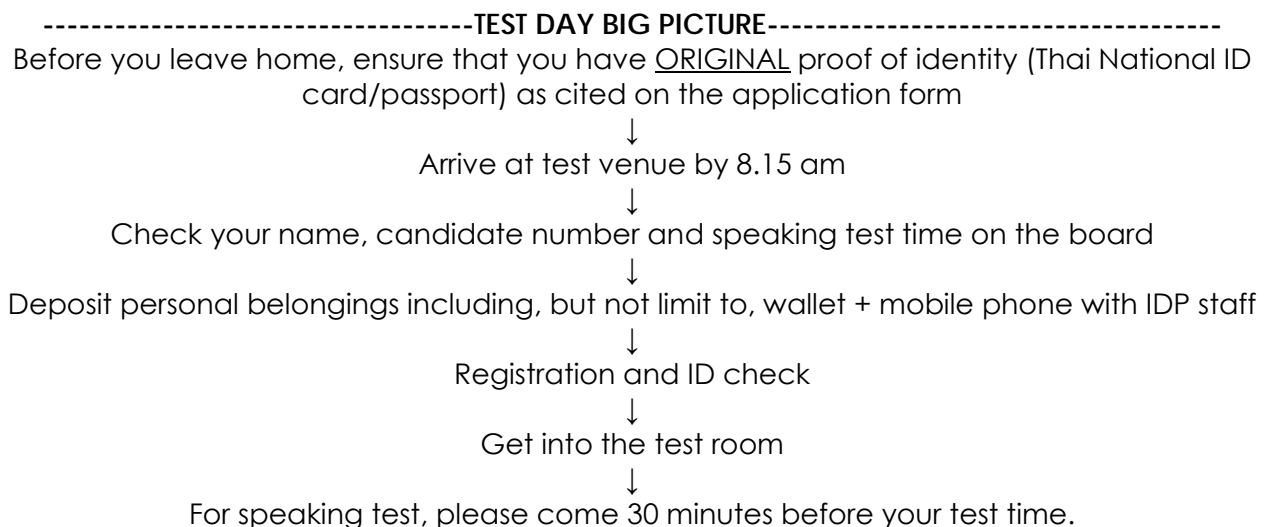
Please note that the replacements of Test Report Forms are not provided in any circumstances. Nevertheless, apart from the 5 copies for the academic institutions, if you want us to produce and send another institutional copy of your TRF, you will be asked to pay an administration fee of 500 Baht per 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.

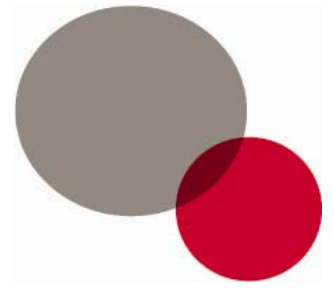
14. Can I have the results re-marked if I am not satisfied with them?

Yes, you can. However, this must be done within 6 weeks of the test date, as stated on the TRF. 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 (increased). It normally takes 6 weeks to have the results re-marked.

15. What score do I need?

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





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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.

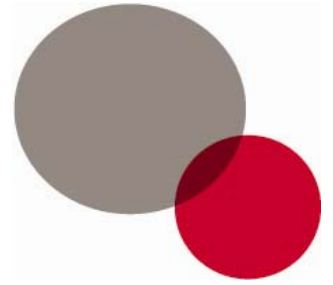
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I have read and fully understood all information in the Registration Guide and will follow all the instructions stated.

Name of CANDIDATE:

Signature of CANDIDATE:

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



Map for Montien hotel and IDP Office (CP tower 4th floor)

Montien Hotel : Tel. (662) 233 7060
IDP Office : Tel. (662) 638 3111

