

INFORMATION FOR TEST TAKERS

On-Site Test Administration

Issue date: May 1, 2022



Center for Professional Assessment (Thailand)
Thailand's Premier Language Testing Organization

It is the test taker's responsibility to read and understand the instructions and requirements.

Test Day Procedures

All test takers must arrive at the test site at least one (1) hour before the scheduled test time in order to complete the Health Screening and Test Registration process. Test takers will not be allowed entry beyond the Checkpoint before the designated check-in time for the reserved test session.

Remarks:

- Registration is closed **15 minutes** before the test time.
- Only Test takers are allowed to enter Test Center area.

Document Requirements

Identification requirements are strictly enforced. It is the test taker's responsibility to read and understand the instructions and requirements. On the test day, test takers must submit all following Required Documents before registering for the test. Test takers who arrive at the Test Center without all required documentation will NOT be admitted to the test. **All submitted documents must be complete and undamaged with all information clearly legible and visible.** All test takers must use the exact same name and information that appears on each of the identification documents required for each Test Taker category.

**** Please review additional documents stated in "Test Taker Screening Measures" to prevent the spread of COVID-19 attached ****

THAI NATIONALS	
Test Taker Category	Documents Required
1. PERSONAL	1. Original Valid Thai National ID Card, <u>OR</u> Original Valid Thai Smart Card Driver's License, <u>OR</u> Original Valid Thai Passport
2. ORGANIZATION AFFILIATED TEST TAKERS <u>AND</u> EDUCATION TEST TAKERS	1. Original Valid Thai National ID Card, <u>OR</u> Original Valid Thai Smart Card Driver's License, <u>OR</u> Original Valid Thai Passport <u>PLUS</u> 2. Original Valid Thai Company ID Card <u>OR</u> Original Valid Thai Student Identification Card
<u>Lapse dates between each test:</u> In case Test Takers want to Re-Test, reservations can be made after the score of the previous test has been issued <u>"Five (5) Calendar days* after the test date." (*Counted from 1 calendar day after the test date)</u>	

FOREIGN NATIONALS	
Test Taker Category	Documents Required
1. PERSONAL (Foreign Nationals Who ❖ Studying in Thailand ❖ Work in Thailand <u>with</u> work permit)	❖ Studying in Thailand <ol style="list-style-type: none"> 1. Original Valid Passport PLUS 2. Original Valid Full-time student Identification Card OR Original Valid Documentation to prove current attendance at a Thai Ministry of Education Certified Secondary level or University level institute as a Full-Time Student (issued within thirty (30) days before the test date). 3. Voucher or Coupon (If have)
	❖ Work in Thailand <u>with</u> work permit: <ol style="list-style-type: none"> 1. Original Valid Passport PLUS 2. Original Valid Company ID Card OR Student Identification Card and 3. Original Valid Voucher or Coupon (If any) 4. Working Permit <ol style="list-style-type: none"> 4.1 Original Valid Work Permit (Blue book) OR 4.2 E-Work Permit (Smart Card) OR 4.3 Work Permit *(Mobile Application) <p>* NOTE: For Thai Valid Digital Work Permits, foreign National test takers must complete all the following steps:</p> <ul style="list-style-type: none"> • Show their digital work permit <u>using the official mobile application</u> at the check-in counter on the test date. • Submit a signed <u>printed hard copy</u> of both sides of the digital work permit from the official mobile application.
<p><u>Lapse dates between each test:</u></p> <p>In case Test Takers want to Re-Test, reservations can be made after the score of the previous test has been issued <u>"Five (5) Calendar days* after the test date."</u> (*Counted from 1 calendar day after the test date)</p>	

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FOREIGN NATIONALS	
Test Taker Category	Documents Required
2. PERSONAL <u>OR</u> ORGANIZATION AFFILIATED TEST TAKERS <i>(Foreign Nationals Without Work Permit or Student Card)</i>	<ul style="list-style-type: none">Original Valid Passport
<p><u>Lapse dates between each test:</u> In case Test Takers want to Re-Test, reservations can be made after the score of the previous test has been issued <u>"14 Calendar days* after the test date."</u> (*Counted from 1 calendar day after the test date)</p>	

ADDITIONAL DOCUMENTS

TEST TAKERS WHO REQUIRE THE USE OF MEDICAL DEVICES OF ANY KIND DURING THE TEST	<ul style="list-style-type: none">Original Valid Document in Test Taker Category (for Test Takers in the respective categories) <p><u>PLUS</u></p> <ul style="list-style-type: none">Original or Certified Medical Certificate or Original Certification Card and signature issued by the responsible physician from hospitals recognized by the Ministry of Public Health (excluding Clinics) to certify the necessity of using such implants or medical devices of any kind during the test. Such certificates must have been issued within one (2) year before the test date OROriginal ID Card for Persons with Disabilities (PWD)
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**** Additional documents stated in "Test Taker Screening Measures" to prevent the spread of COVID-19 attached must be presented.****

Remarks: All submitted documents must be completed and undamaged with all information clearly legible and visible. CPA (Thailand) reserves the right to deny entry to the test room if the required documents are not clear or not presented at the test center on the test day. The penalty fee will be applied in cases when the required documents are not presented.

Test Rules and Regulations

1. All Test rules and regulations must be respected and strictly followed.
2. Test Takers must strictly follow CPA (Thailand) Measures to Contain the Spread of Coronavirus Disease 2019 (COVID-19); undergo health screening and wear face masks correctly at all times.
3. Test Takers must prepare and be able to show all required documents, as stated for each test category, before being admitted for testing.
4. No IT/electronic devices, metal objects, any kind of weapons, watches, medicine, books/documents, stationery or personal belongings of any kind are permitted in the test room.
5. Test Takers will have test room seats assigned by test room proctors.
6. No Test Taker will be admitted after test materials have been distributed.
7. Test Takers must not mark, or underline any text in the test book, or make notes in the test book, on the answer sheet or any other documents.
8. Test Takers will not be allowed to leave the test room at any time without permission from the Senior Proctor, and will be required to remain at the assigned seat until the end of the test and all test materials have been checked
9. Test takers must focus on their own Test Books and Answer Sheets. Penalties issued from attempts to give or receive unauthorized assistance of any kind, before or during the test administration, may result in dismissal from the test room, or invalidation of the Test Taker's test results. Fees for Answer Sheets that are not scored due to a violation of test room policies are not refunded. Test takers may be banned from future testing if such violations are determined to have occurred.
10. TOEIC Test items are protected by Copyright Law as Property of ETS. For this reason, ETS's TOEIC test items must not be disclosed without written permission by ETS.
11. CPA (Thailand) has the full authority to conduct interview and validate the score before releasing Score Reports.

Remarks:

- Individual lockers are NOT provided. While shelving is provided for personal belongings, CPA (Thailand) accrpts no responsibility for any items on shelves.
- CPA (Thailand) reserves the right to take all actions-including but not limited to, barring the test taker from future testing and / or canceling scores due to failure to comply with test administration regulations. or directions Should tests be canceled, scores will not be reported and test fees will not be refunded.

**Failure of any examinee to abide by these policies and procedures may result in the examinee being refused entry into the test room, or the test result not being scored.
Tests may be canceled and test fees may Not be refunded.**