

## รายละเอียดการจัดสอบ Toeic

### วัน เวลา และสถานที่การรับสมัคร

รับสมัครตั้งแต่วันที่ 8 เมษายน – 2 กันยายน 2565 เวลา 09.30 – 16.30 น. ณ ห้องกองบริหาร  
ศูนย์ลำปาง ชั้น 1 อาคารสิรินธรรัตน์ มหาวิทยาลัยธรรมศาสตร์ ศูนย์ลำปาง หรือสอบถามรายละเอียดได้ที่  
(คุณพัชรียา / คุณจันทร์จิรา) เบอร์โทร 08 1706 5115 หรือ 0 5423 7999 ต่อ 5123 – 5124

หรือ สมัครออนไลน์ โดยวิธีการดังนี้

1. กรอกข้อมูลการสมัครในแบบฟอร์ม
  2. ชำระเงินผ่านบัญชี ธนาคารทหารไทย 523-2-37306-7 ชื่อบัญชี นางพัชรียา ชำมสาม
  3. แจ้งหลักฐานการโอนเงินทาง inbox เพจ หมวดยบริการการศึกษา มธ.ศูนย์ลำปาง
- สามารถดูรายละเอียดเกี่ยวกับการสอบได้ที่ <http://www.lampang.tu.ac.th/>



### วัน เวลาและสถานที่จัดสอบ

วันเสาร์ที่ 17 กันยายน 2565 เวลา 13.00 – 15.00 น. ณ ห้อง 7308 อาคารบุญชูปณิธาน  
มหาวิทยาลัยธรรมศาสตร์ ศูนย์ลำปาง ขอให้ผู้เข้าสอบมาก่อนเวลา เพื่อลงทะเบียนและดูหมายเลข  
เข้าห้องสอบที่จะแจ้งให้ทราบในวันสอบบริเวณ ชั้น 1 อาคารบุญชูปณิธาน มหาวิทยาลัยธรรมศาสตร์  
ศูนย์ลำปาง

\* ผู้เข้าสอบสามารถเข้าห้องสอบได้ตั้งแต่เวลา 12.00 น. และห้ามเข้าสอบหลังเวลา 12.45 น

### ผู้มีสิทธิสมัคร

1. นิสิตนักศึกษา คณาจารย์ หรือบุคลากรของมหาวิทยาลัยธรรมศาสตร์ ศูนย์ลำปาง
2. นิสิตนักศึกษา คณาจารย์ หรือบุคลากรจากสถาบันการศึกษา / หน่วยงานอื่นๆ
3. บุคคลทั่วไป

### หลักฐานที่ใช้ในการสอบ

1. ผู้สอบในนามนิสิตนักศึกษา คณาจารย์และบุคลากรของสถาบันอื่นๆ ตลอดจนบุคคลทั่วไป  
- บัตรประจำตัวประชาชนตัวจริง หรือใบขับขี่อิเล็กทรอนิกส์ตัวจริง หรือหนังสือเดินทาง (passport) ตัวจริง  
ที่ยังไม่หมดอายุ
2. ผู้สอบในนามคณาจารย์ และบุคลากรของสถาบัน  
- บัตรประจำตัวประชาชนตัวจริง หรือใบขับขี่อิเล็กทรอนิกส์ตัวจริง หรือหนังสือเดินทาง (passport) ตัวจริง  
ที่ยังไม่หมดอายุ  
- บัตรประจำตัวคณาจารย์ หรือบุคลากรของสถาบันตัวจริงที่ยังไม่หมดอายุ
3. ผู้สอบในนามนิสิตนักศึกษาของสถาบันที่ทำการจัดสอบ  
- บัตรประจำตัวประชาชนตัวจริง หรือใบขับขี่อิเล็กทรอนิกส์ตัวจริง หรือหนังสือเดินทาง (passport) ตัวจริง  
ที่ยังไม่หมดอายุ  
- บัตรประจำตัวนิสิตนักศึกษาตัวจริงที่ยังไม่หมดอายุ

ในกรณีที่บัตรประจำตัวนิสิตนักศึกษาอยู่ในสภาพไม่สมบูรณ์ หรือหมดอายุ รวมถึงกรณีที่นิสิตนักศึกษา  
มิได้นำบัตรประจำตัวนิสิตนักศึกษามาแสดงในวันสอบ ทางเซ็นเตอร์ อนุโลมให้สามารถนำไปรับรอง  
สถานะภาพนิสิตนักศึกษาอย่างเป็นทางการที่ออกโดยสำนักทะเบียนฉบับตัวจริง มาแสดงแทนได้

4. กรณีผู้สอบที่ต้องใช้อุปกรณ์เสริมพิเศษทางการแพทย์ หรืออุปกรณ์อื่นๆ ที่จำเป็นต่อความบกพร่องทางร่างกายไม่ว่าชนิดใดก็ตามทั้งแบบชั่วคราวหรือถาวรระหว่างการสอบ นอกเหนือจากเอกสารที่ระบุข้างต้นแล้ว ผู้สอบจำต้องแสดงเอกสาร **เพิ่มเติม** ดังต่อไปนี้

- ใบรับรองแพทย์ที่ออกโดยโรงพยาบาลที่ผ่านการรับรองโดยกระทรวงสาธารณสุข (ไม่รวมคลินิก) ตัวจริงหรือสำเนาที่มีตราประทับจากโรงพยาบาลที่มีอายุไม่เกิน 1 ปี ซึ่งระบุรายละเอียดตามความจำเป็นที่ผู้สอบจะต้องใช้อุปกรณ์เสริมพิเศษทางการแพทย์ชนิดนั้นๆ ระหว่างการสอบ

5. เอกสารรับรองการฉีดวัคซีน Covid-19

**\*\*หมายเหตุ** ทั้งนี้บัตรหรือเอกสารที่นำมาแสดงในทุกกรณีต้องอยู่ในสภาพสมบูรณ์ ข้อมูลทั้งหมดชัดเจน ไม่เลือน มิฉะนั้นจะไม่สามารถแสดงเป็นหลักฐานในการเข้าห้องสอบได้ ในกรณีที่ผู้สอบมาสามารถแสดงหลักฐานได้ตามกำหนด ทางเซ็นเตอร์ฯ ขอสงวนสิทธิ์เข้าห้องสอบในครั้งนั้นๆ

### **ค่าใช้จ่ายในการสอบ**

ประเภทของผู้สอบ	อัตราสอบตามรูปแบบรายงานผลคะแนน				
	โปรแกรม 1 (Score Roster)	โปรแกรม 2 (Score Record)	โปรแกรม 3 (Score Report) -No Photo-	โปรแกรม 4 (Score Report) -With Photo-	Personal
นิสิตนักศึกษาของสถาบันที่ทำการสอบ	N/A	800	900	1,200	1,800
คณาจารย์ และบุคลากรของสถาบันที่จัดสอบ	1,000	1,100	1,200	N/A	1,800
นิสิตนักศึกษา คณาจารย์ และบุคลากรของสถาบันอื่น ตลอดจนบุคคลทั่วไป	N/A	N/A	N/A	N/A	1,800

\* ค่าสอบขึ้นอยู่กับรูปแบบผลคะแนนที่ผู้สอบหรือสถาบันเลือกในการสอบ ตามรายละเอียดข้างต้น

\* หมายเหตุ หากจำนวนนักศึกษาที่สมัครสอบมีจำนวนไม่ถึง 30 คน จะไม่มีการจัดสอบ

### **ผลคะแนนสอบ**

กำหนดวันออกผลคะแนนสอบ

จำนวนผู้สอบ	วันที่ออกผลคะแนนสอบ*	
	ดำเนินการสอบโดยศูนย์สอบ กรุงเทพฯ	ดำเนินการสอบโดยศูนย์สอบ เชียงใหม่
1 - 499	2 วันทำการหลังจากวันสอบ	5 วันทำการหลังจากวันสอบ
500 – 999	5 วันทำการหลังจากวันสอบ	7 วันทำการหลังจากวันสอบ
1,001 – 4,999	10 วันทำการหลังจากวันสอบ	12 วันทำการหลังจากวันสอบ
5,000 ขึ้นไป	20 วันทำการหลังจากวันสอบ	20 วันทำการหลังจากวันสอบ



**ANNEX 1**  
**TEST OF ENGLISH FOR INTERNATIONAL COMMUNICATION (TOEIC®)**  
**POLICIES FOR ORGANIZATION-AFFILIATED AND EDUCATIONAL PROGRAMS**

The Center for Professional Assessment (Thailand) R.O.P. hereafter referred to as CPA (Thailand), has served as the Exclusive Representative for the TOEIC® test (Test of English for International Communication) in Thailand since 1990. The CPA (Thailand) Head office is located in Bangkok and maintains a Northern branch office in Chiangmai to serve the Northern region in Thailand.

CPA (Thailand) organizes both In-House and On-Site TOEIC® testing services for Organization-Affiliated clients, and Educational or Academic sector clients in both the Public and Private Sector, hereafter referred to as “Organization(s)”.

**Test of English for International Communication (TOEIC®)**

The TOEIC® test is an English language proficiency test for individuals whose native language is not English. Over the past 40 years the TOEIC® test has set the standard for assessing English-language skills needed in an international workplace environment. Today, over 14,000 organizations across more than 160 countries, place their trust in the TOEIC® test to help their organizations build a more effective workforce.

The TOEIC® test measures everyday English skills and helps to determine how well people can communicate; listen, speak, read, and write with others in English in an everyday living environment and workplace. The TOEIC® test does not require specialized knowledge or vocabulary as the test content reflects real-world language tasks and provides employers with information to effectively:

- Recruit and place individuals to best meet job requirements and standards
- Select employees for promotions and overseas assignments
- Identify job-training and staff development requirements
- Place and assess language training participants
- Ensure university graduation standards

The TOEIC® tests provide four-skill assessment of English language skills needed in the workplace.

Test	Test Delivery
TOEIC® Listening & Reading	Paper & Pencil
TOEIC® Speaking & Writing	Computer
TOEIC® Speaking Only	Computer
TOEIC® Writing Only	Computer

# TOEIC® Program Testing for Organization-Affiliated and Educational Programs

## 1. LETTER OF AGREEMENT (LOA)

To ensure mutual understanding concerning test regulations, procedures, and policies, each organization is required to sign a Letter of Agreement (LOA) with CPA (Thailand) after which test reservations can be made per the details in the LOA. As part of the Agreement, each organization is requested to designate a coordinator, or team, to liaise with CPA (Thailand) in all matters, to ensure efficiency and security of information.

## 2. TOEIC® TEST ADMINISTRATION LOCATIONS

The TOEIC® Institutional Testing Program provides testing services for organizations within Thailand\*. TOEIC® Institutional Testing Program Test Results will be recognized domestically within Thailand. For overseas uses please contact CPA Test Reservation Team for the TOEIC® Public Testing Program.

*\*For organizations located in Yala, Pattani, and Narathiwat alternate test sites can be arranged in Hat Yai or Songkhla.*

### 2.1 In-House and Off-Site Test Administrations

CPA (Thailand) conducts daily Institutional In-House testing for Personal (non-organization affiliated test takers) and Organization Test Takers at CPA (Thailand)'s Bangkok and Chiangmai Test Centers.

CPA (Thailand) also conducts "TOEIC Open Testing" - Institutional testing for Personal (non-organization affiliated test takers), and Organization affiliated Test Takers Off-Site within Thailand, based on CPA (Thailand) Test Schedules.

### 2.2 On-Site Test Administrations

CPA (Thailand) offers Institutional On-Site testing at client locations on request, provided that the required minimum number of examinees per test administration, and standard test room facility requirements are met. CPA (Thailand) reserves the right to inspect test room facilities before confirming the test.

Photographs, or any other form of media recording is strictly prohibited and will be considered a direct violation of test security.

## 3. TESTING STAFF

All In-House and On-Site tests are only conducted by CPA (Thailand) proctors to ensure standardization and test security. CPA (Thailand) proctors will oversee test areas both inside and outside designated test rooms at each test. Only CPA (Thailand) staff will be authorized to enter the test rooms.

## 4. ORGANIZATION-AFFILIATED AND EDUCATIONAL TEST TAKERS

The TOEIC® Institutional Testing Program provides testing services to the following type of test takers:

	In-House Test Administrations	On-Site Test Administrations
Organization-Affiliated Test Takers	<ul style="list-style-type: none"> <li>Organization-Affiliated and/or organization sponsored test takers</li> <li>Organization-Affiliated individuals</li> <li>Organization Candidates</li> </ul>	
Educational Test Takers	<ul style="list-style-type: none"> <li>Test takers are limited to students, teachers, or staff of the educational institute.</li> </ul>	<p><u>Within</u> the immediate Bangkok or Chiangmai metropolitan areas:</p> <ul style="list-style-type: none"> <li>Test takers are limited to students, teachers, or staff of the educational institute</li> </ul> <p><u>Outside</u> the immediate Bangkok or Chiangmai metropolitan areas test takers must be:</p> <ul style="list-style-type: none"> <li>Students, teachers, or staff of the educational institute</li> <li>Students, teachers, or staff of other institutes</li> <li>Personal test takers</li> </ul>

## 5. TEST SCHEDULES FOR IN-HOUSE AND ON-SITE TESTING

In-House Test Administrations	Open Testing	On-Site Test Administrations
Monday-Saturday (with the exception of National holidays and CPA (Thailand) Office holidays)	Test dates and Test locations are scheduled by CPA (Thailand).	On-Site Test Administrations can be scheduled on days and at times requested by the Organization within regular CPA (Thailand) working days and hours. <ul style="list-style-type: none"> <li>Monday-Saturday (with the exception of National holidays and CPA (Thailand) Office holidays), 08:00am-04:30pm</li> </ul>

## 6. TEST TAKER VOLUME PER TEST ADMINISTRATION

In-House Test Administrations	On-Site Test Administrations
<ul style="list-style-type: none"> <li>For tests at CPA (Thailand) Bangkok and Chiangmai Test Centers, the maximum number for single Organization-Affiliated test takers per test session is limited to ten (10) test takers per administration session.</li> </ul> <p><u>Private Sessions:</u></p> <ul style="list-style-type: none"> <li>Private sessions at CPA (Thailand) Bangkok and Chiangmai test centers can be arranged, on request, depending on room availability.</li> <li>The minimum number of test takers for the private sessions is twenty (20) test takers per administration session.</li> <li>A thirty-five percent (35%) surcharge will be applied.</li> </ul> <p><i>Remarks: The minimum and maximum number of test takers per administration session is subject to change as deemed necessary by CPA (Thailand).</i></p>	<ul style="list-style-type: none"> <li><u>Within</u> the Bangkok Metropolitan or Chiangmai areas, the minimum group size for test administrations is twenty (20) test takers per administration.</li> <li><u>Outside</u> of the immediate Bangkok Metropolitan or Chiangmai city areas, the minimum group size for test administrations is thirty (30) test takers per administration.</li> <li>For Educational organizations, the minimum group size for each administration in any location is thirty (30) examinees.</li> </ul> <p><i>Remarks: Please see item 9.1 for "Minimum Charge"</i></p>

## 7. PROGRAM REPORTING OPTIONS

Organizations can select from score reporting formats, or "Score Programs" based on the type of organizational score report needs and score usage purposes. The type of score report for each program has a different format as indicated in the following table.

### TOEIC® Score Result Formats for Organizations

Score Program	Type of Reports					
	Excel format Data (Transmitted electronically)	TOEIC® Score Roster (Up to 4 rosters)	Individual General Score Assessment	Individual Score Record	TOEIC® Official Score Report (No Photo)	TOEIC® Official Score Report (With Photo) <i>*for students in the Education Category only</i>
Program 1	✓	✓	-	-	-	-
Program 2	✓	✓	✓	✓	-	-
Program 3	✓	✓	✓	-	✓	-
Program 4	✓	✓	✓	-	-	✓

In-House Test Administrations	On-Site Test Administrations
<ul style="list-style-type: none"> <li>Both Corporate &amp; Educational organizations may select different Programs for each individual test taker under their auspices.</li> </ul>	<ul style="list-style-type: none"> <li>For Corporate organizations, the organizations must select same Program for all test takers in each test administration.</li> <li>For Educational institutes, the institute may select different Programs for each individual test taker testing under their auspices.</li> </ul>

### 7.1 TOEIC® Score Result Definitions

All TOEIC® Score Results are valid for 2 years from the actual test date. TOEIC® Score Results for Organizations are reported based on the Score Program selected. The definition of each type of report is as follows:

Type of Reports	Definitions
TOEIC® Score Roster	<p>TOEIC® Score Rosters are intended for internal organization use only and cannot be used by individual test takers as an indication of their official score. TOEIC® Score Rosters will be reported electronically in a PDF form, organized by First Name and TOEIC® Score Range. The lists provide the following information:</p> <ul style="list-style-type: none"> <li>● Organization Name</li> <li>● For Test Takers: <ul style="list-style-type: none"> <li>➤ Name</li> <li>➤ National ID number or Passport Number (for Foreign Test Takers) or Employee ID number (for organizational options)</li> </ul> </li> <li>● Test Date</li> <li>● Test Results <ul style="list-style-type: none"> <li>➤ Listening Score</li> <li>➤ Reading Score</li> <li>➤ Total Score</li> </ul> </li> </ul>
Individual General Score Assessment	<p>Individual General Score Assessments provide individual descriptive information for the TOEIC® Listening and Reading Scores, as well as descriptive research-based projections (70% accuracy) of Speaking and Writing skills. Individual General Score Assessments will be reported electronically in PDF format and provide the following information:</p> <ul style="list-style-type: none"> <li>● Organization Name</li> <li>● For Test takers: <ul style="list-style-type: none"> <li>➤ Name</li> <li>➤ National ID number or Passport Number (for Foreign Test Takers) or Employee ID number (for organizational options)</li> </ul> </li> <li>● Test Date</li> <li>● Test Results <ul style="list-style-type: none"> <li>➤ Listening Score</li> <li>➤ Reading Score</li> <li>➤ Total Score</li> </ul> </li> <li>● TOEIC® Listening and Reading Score Descriptions (related to the actual score result)</li> <li>● Speaking and Writing Descriptions (research-based projections with 70% accuracy)</li> </ul>
Individual Score Record	<p>Individual Score Records are intended for <u>internal use only</u> and cannot be used by individual test takers as an indication of their official score. Individual Score Records will be printed individually with the following information:</p> <ul style="list-style-type: none"> <li>● Organization Name</li> <li>● For Test takers: <ul style="list-style-type: none"> <li>➤ Name</li> <li>➤ National ID number or Passport Number (for Foreign Test Takers) or Employee ID number (for organizational options)</li> </ul> </li> <li>● Test Date</li> <li>● Test Results <ul style="list-style-type: none"> <li>➤ Listening Score</li> <li>➤ Reading Score</li> <li>➤ Total Score</li> </ul> </li> </ul>

TOEIC® Official Score Reports	<p>TOEIC® Official Score Reports will be printed and reported in individually sealed envelopes. The Organization can choose to have the TOEIC® Score Reports made available to an individual test taker or submitted to the Organization's designated coordinator.</p> <ul style="list-style-type: none"> <li>● Organization Name</li> <li>● For Test takers: <ul style="list-style-type: none"> <li>➤ Name</li> <li>➤ National ID number or</li> <li>➤ Passport Number (for Foreign Test Takers) or</li> <li>➤ Employee ID number (for organizational options)</li> <li>➤ Date of Birth</li> <li>➤ Photo (available only for Personal test takers and Education Organizational test takers under Program 4)</li> </ul> </li> <li>● Test Date</li> <li>● Test Results <ul style="list-style-type: none"> <li>➤ Listening Score</li> <li>➤ Reading Score</li> <li>➤ Total Score</li> </ul> </li> <li>● TOEIC® Listening and Reading Score Descriptions (related to the actual score result)</li> </ul>
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## 7.2 Supplemental Reports

- TOEIC® Official Score Report Reprints

For organizational affiliated test takers testing under Program 3 (TOEIC® Official Score Report), test takers may request TOEIC® Official Score Report Reprints for tests taken within two (2) years of the request date. Reprint requests for tests taken over 2 years of the request date, will not be processed. The information included in the TOEIC® Official Score Reprints will be the same as the TOEIC® Official Score Report excluding photo & score descriptions.

- TOEIC® Score Comparison Reports

For a total number of over fifty (50) test takers, CPA can compile Score Comparisons of two or more test results for repeat examinees in an organization. The score comparison can, for example, be used to determine progress in a training program, or determine change over time.

There is a minimum of fifty (50) test takers per TOEIC® Score Comparison Reports with a charge of 2,500.00 (two thousand five hundred) baht. There will be an additional charge of 1,500.00 (One thousand five hundred) baht for every additional fifty (50) or fewer test takers.

- TOEIC® Score Analysis

For test administrations of over fifty (50) test takers, CPA (Thailand) can provide TOEIC® Score Analysis based on each organization's purpose such as training, rewards or annual/project report.

The maximum number of one thousand (1,000) test takers per TOEIC® Score Analysis can be customized for each organization as a complimentary service. There will be an additional charge of 1,000 (One thousand) baht for every additional one thousand (1,000) or fewer test takers.

## 8. TEST FEE

Test Fees are specified by Category and Program choice. The following fee policies are currently in effect for each test taker category:

- Personal Fee for an Institutional TOEIC® Test Administration - Baht 1,800.00/Test inclusive of VAT
- TOEIC® Corporate Activation fee, for first time or renewed clients (lapse of more than two (2) calendar years). Once an Organization agrees to the Policies & Procedures and completes the Letter of Agreement, the Organization is required to purchase 'TOEIC® Corporate Activation Coupons' – Baht 36,000.00 (Thirty-six thousand) as a minimum charge equivalent to thirty (30) tests for the TOEIC® Listening & Reading test administrations (Price Category A-Program 3 in the following Price Category and Program structure).

These coupons are valid six (6) calendar months from the coupon issue date and are not refundable or able to be reissued in case of loss, being destroyed, or stolen.

- **TOEIC® Corporate fees by Category.** All organizations will continue with Price Category A after Corporate Activation Coupons have been exhausted (30 tests). The categories and fees are based on actual test volumes from the date of the Letter of Agreement in 2021 through December 31, 2021. After reaching the required test volumes, the category change will be automatically applied to all test administrations in the following calendar year. Organizations may select from several different programs based on the type of reports needs and purposes. Test fees vary based on the Program selected as in the following fee structure:

#### TOEIC® Corporate fees by Program

Category		Test takers per end of letter period	Program 1	Program 2	Program 3	Program 4
Activation		First time or renewed clients with a lapse of more than 2 calendar years	NA	NA	1,200.00	NA
A		1-500	1,000.00	1,100.00	1,200.00	NA
B		501-1,000	950.00	1,050.00	1,150.00	NA
C		1,001-2,500	900.00	1,000.00	1,100.00	NA
D		2,501-5,000	850.00	950.00	1,050.00	NA
E		5,001+	800.00	900.00	1,000.00	NA
Education	Students	Minimum charge 30 tests/test administration	NA	800.00	900.00	1,200.00
	Teachers/Staff		1,000.00	1,100.00	1,200.00	NA

**Remarks:**

1. Rates per test are quoted in Thai Baht and are inclusive of VAT 7%
2. Education Category is only for students, teachers or staff of that particular institutional
3. For test administrations outside of the immediate Bangkok metropolitan or Chiangmai areas, "Personal" test takers will be charged at the Personal Test Taker rate. Any and all additional fees charged by the organization for Test Takers in this category may not exceed Baht 500.00 (Five hundred) per Test Taker.

## 9. PAYMENT POLICIES

### 9.1 Minimum Charge

In-House Test Administrations	On-Site Test Administrations
<ul style="list-style-type: none"> <li>• No minimum charge</li> </ul>	<p><b>For Organization-Affiliated Testing:</b></p> <p>Testing fees are based on the following:</p> <ul style="list-style-type: none"> <li>• <u>Within</u> the immediate Bangkok and Chiangmai metropolitan areas, a minimum charge equivalent to twenty (20) test takers per test administration will be applied.</li> <li>• <u>Outside</u> of the immediate Bangkok metropolitan or Chiangmai areas, a minimum charge equivalent to thirty (30) test takers per test administration will be applied. All actual travel costs and expenses* incurred will be charged to the organization.</li> </ul> <p><b>For Testing under Educational Institutions:</b></p> <p>Testing fees are based on the following</p> <ul style="list-style-type: none"> <li>• A minimum charge in any location equivalent to thirty (30) test takers per test administration will be applied.</li> <li>• For On-Site testing, charges for each test taker exceeding the minimum for each test administration location (20) or (30), will be based on an actual per head count.</li> </ul> <p>On the test day, if the actual number of test takers meet the minimum requirements and does not fall below seventy-five (75) percent of the reservation number stated in the test reservation form for each test administration, the organization will be charged only for the actual number of test takers in each test administration.</p> <p style="text-align: right;">Continue →</p>



In-House Test Administrations	On-Site Test Administrations
	<p>However, should the actual number of test takers fall below seventy-five (75) percent of the reservation number stated in the test reservation form for each test administration, the organization will be charged for an amount equal to seventy-five (75) percent of the reserved number.</p> <p>All actual travel costs and expenses* incurred for test administration outside of Bangkok metropolitan or Chiangmai areas will be charged to the organization. *Travel costs and expenses (including travel charges, accommodation charges, test facility charges, etc.)</p>

## 9.2 Surcharge

For both In-House and On-Site test administrations on Sundays, national holidays or non-CPA (Thailand) published Office Hours, a thirty-five (35) percent surcharge for On-Site test administrations will be applied.

## 9.3 Penalty Fee

In-House Test Administrations	On-Site Test Administrations
<ul style="list-style-type: none"> <li>Examinees who fail to cancel or change a reservation for a test at least one (1) working day before the test administration date will be charged a Baht 500.00 penalty fee in addition to their regular test fee the next time they come to test.</li> <li>Cancelling or changing test reservations can be requested at least one (1) working day before the test administration date from 08.00am-04.30pm</li> </ul>	<ul style="list-style-type: none"> <li>Organizations that fail to cancel an On-Site test reservation three (3) working days before the test administration date will be charged equivalent to fifteen (15) percent of the number of test takers reserved via the On-Site Test Request Form, plus other expenses* incurred through the cancellation.</li> <li>All expenses incurred due to the requested change will be charged to the organization.</li> </ul> <p>*Travel costs and expenses (including travel charges, accommodation charges, test facility charges, etc.)</p>

## 9.4 Payment Methods

All fees for TOEIC® are payable in Baht by the following payment methods:

In-House Test Administrations	On-Site Test Administrations
<ul style="list-style-type: none"> <li>In cash, by credit card or online money transfer by QR Code on the test day</li> <li>Billed directly to the organizations</li> </ul>	<ul style="list-style-type: none"> <li>Cash payment on the test day</li> <li>Billed directly to the organizations</li> </ul>
<i>The Terms of Payment is seven (7) calendar days after the invoice date. In case of late payment, Interest will be applied.</i>	

All Official TOEIC® Score Report Reprints are payable in cash at CPA (Thailand) Bangkok or Chiangmai offices when processing the request.

## 10. RE-TEST POLICY

For Test Takers who wish to Re-Test, reservations can be made after the score of the previous test has been issued. Required intervals between each test are as follows.

Test Taker Category	Lapse days between each test
<ul style="list-style-type: none"> <li>Thai Nationals</li> <li>Foreign Nationals who hold; <ul style="list-style-type: none"> <li>➢ Original valid Thai Work Permit or original valid Student Card <u>or</u></li> <li>➢ Valid documentation from Thai Ministry of Education to certify current status as a Full-Time student</li> </ul> </li> </ul>	Five (5) Calendar days after the test date
Foreign Nationals who <u>do not hold</u> the above documents	Fourteen (14) Calendar days after the test date

*Note: Should any examinee re-test before the allowed period, the score from the re-test will be nullified and the test fee will not be refunded. This applies to both self-paid examinees testing as Personal and examinees testing under the auspices of organizations.*

## 11. OTHER PRODUCTS & SERVICES

CPA (Thailand) provides value added services designed to enable client organizations to better understand score interpretation and application within the organization. Services targeted towards test takers are also provided to provide information on test formats.

### 11.1 Presentations

CPA (Thailand) provides a variety of presentations based on the needs of different audiences as follows:

- For Organization Management:
  - TOEIC® Score Uses
  - TOEIC® Test Administration Policies & Procedures and other related services
- For Potential Test Takers
  - TOEIC® Test Format
  - TOEIC® Score Uses in Thailand

*Noted: The First presentation will be provided on a complimentary basis by CPA (Thailand).*

### 11.2 Language Needs Assessment and Language Standard Setting

CPA (Thailand) provides organizations with complimentary services in conducting Language Needs Assessment to enable human resource departments to assess individual language needs for organizational designated English essential positions, or for graduation requirements from different faculties within universities. This is designed to assist organizations in establishing internal English Language Policies and Standards.

*Center for Professional Assessment (Thailand)  
Effective: February 1, 2022*