

รายละเอียดการจัดสอบ TOEIC

วัน เวลา และสถานที่การรับสมัคร

รับสมัครตั้งแต่วันที่ 19 เมษายน – 10 พฤษภาคม 2567 เวลา 08.30 – 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 ขำสาม
 3. แจ้งหลักฐานการโอนเงินทาง inbox เพจ หมอฉวีบริการการศึกษา มธ.ศูนย์ลำปาง
- สามารถดูรายละเอียดเกี่ยวกับการสอบได้ที่ <http://www.lampang.tu.ac.th/>



วัน เวลาและสถานที่จัดสอบ

วันเสาร์ที่ 18 พฤษภาคม 2567 เวลา 13.00 – 15.00 น. ณ ห้อง 7308 อาคารบุญชูพาณิชย์ มหาวิทยาลัยธรรมศาสตร์ ศูนย์ลำปาง ขอให้ผู้เข้าสอบมาก่อนเวลา เพื่อลงทะเบียนและดูหมายเลขเข้าห้องสอบที่จะแจ้งให้ทราบในวันสอบบริเวณ ชั้น 1 อาคารบุญชูพาณิชย์ มหาวิทยาลัยธรรมศาสตร์ ศูนย์ลำปาง

ผู้มีสิทธิสมัคร

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

หลักฐานที่ใช้ในการสอบ

1. ผู้สอบในนามนิสิตนักศึกษา คณาจารย์และบุคลากรของสถาบันอื่นๆ ตลอดจนบุคคลทั่วไป
 - บัตรประจำตัวประชาชนตัวจริง หรือใบขับขี่อิเล็กทรอนิกส์ตัวจริง หรือหนังสือเดินทาง (passport) ตัวจริงที่ยังไม่หมดอายุ
2. ผู้สอบในนามคณาจารย์ และบุคลากรของมหาวิทยาลัยธรรมศาสตร์ ศูนย์ลำปาง
 - บัตรประจำตัวประชาชนตัวจริง หรือใบขับขี่อิเล็กทรอนิกส์ตัวจริง หรือหนังสือเดินทาง (passport) ตัวจริงที่ยังไม่หมดอายุ
 - บัตรประจำตัวคณาจารย์ หรือบุคลากรของสถาบันตัวจริงที่ยังไม่หมดอายุ
3. ผู้สอบในนามนิสิตนักศึกษาของมหาวิทยาลัยธรรมศาสตร์ ศูนย์ลำปาง
 - บัตรประจำตัวประชาชนตัวจริง หรือใบขับขี่อิเล็กทรอนิกส์ตัวจริง หรือหนังสือเดินทาง (passport) ตัวจริงที่ยังไม่หมดอายุ
 - บัตรประจำตัวนิสิตนักศึกษาตัวจริงที่ยังไม่หมดอายุ

ในกรณีที่บัตรประจำตัวนิสิตนักศึกษาอยู่ในสภาพไม่สมบูรณ์ หรือหมดอายุ รวมถึงกรณีที่นิสิตนักศึกษา มิได้นำบัตรประจำตัวนิสิตนักศึกษามาแสดงในวันสอบ ทางเซ็นเตอร์ อนุโลมให้สามารถนำไปรับรองสถานะภาพนิสิตนักศึกษาอย่างเป็นทางการที่ออกโดยสำนักทะเบียนฉบับตัวจริง มาแสดงแทนได้

4. กรณีผู้สอบที่ต้องใช้อุปกรณ์เสริมพิเศษทางการแพทย์ หรืออุปกรณ์อื่นๆ ที่จำเป็นต่อความบกพร่องทางร่างกายไม่ว่าชนิดใดก็ตามทั้งแบบชั่วคราวหรือถาวรระหว่างการสอบ นอกเหนือจากเอกสารที่ระบุข้างต้นแล้ว ผู้สอบจำเป็นต้องแสดงเอกสาร **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 หากจำนวนผู้สมัครสอบมีจำนวนไม่ถึง 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

TOEIC® TESTING POLICIES FOR EDUCATIONAL PROGRAM

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 “Education Organizations”.

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® Listening & Reading	Computer
TOEIC® Speaking & Writing	Computer
TOEIC® Speaking Only	Computer
TOEIC® Writing Only	Computer

TOEIC® Program Testing for 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) before which test reservations can be made per the details in the LOA and will be valid for 2 calendar years. 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

CPA (Thailand) provides TOEIC® Institutional Testing Program (IP) testing services for Education Organizations within Thailand*. TOEIC® IP Test Results are recognized by educational organizations domestically within Thailand. Test Takers who intend to use TOEIC® Test Results outside Thailand should request seats for the TOEIC® Public Testing Program whenever making test reservations.

*For Education Organizations located in Yala, Pattani, and Narathiwat, TOEIC® test sites can be arranged in alternate sites such as in Songkhla Province.

2.1 In-House and Open Testing Administrations

CPA (Thailand) conducts daily testing under the TOEIC® Institutional Testing Program (IP) for Personal and Education Organizations Test Takers at CPA (Thailand)'s test centers in Bangkok and Chiangmai.

CPA (Thailand) also conducts "TOEIC Open Testing" for Personal Organization and Education Organizations Test Takers Off-Site, based on CPA (Thailand) Test Schedules. Additional test sites may be announced by CPA (Thailand).

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.

In compliance with the Personal Data Protection Act B.E. 2562 (2019), photographs, or any other form of media recording is strictly prohibited and considered a direct violation of test security, Should photographs be required by any Education Organizations for internal reporting purposes, please contact CPA Test Reservation Department directly at test_reservations@cpathailand.co.th at least 5 working days in advance of the requested test date. Please note that any and all photographs must only be taken by CPA (Thailand).

3. TESTING STAFF

All test administrations 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. EDUCATIONAL TEST TAKERS

The TOEIC® Institutional Testing Program provides testing services to the following type of Test Takers:

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

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).	<p>On-Site Test Administrations can be scheduled on days and at times requested by the Organization within regular CPA (Thailand) working days and hours.</p> <ul style="list-style-type: none"> Monday-Saturday (with the exception of National holidays and CPA (Thailand) Office holidays), 08:00am-04:30pm <p><i>*Test Administration sessions must be related to the travel schedules or actual travel times</i></p> <p><i>**Transportation for each test administration must comply with CPA (Thailand) requirements regarding CPA (Thailand) security & standards</i></p> <p><i>Remarks: Please see item 9.2 for "Surcharge"</i></p>

6. TEST TAKER VOLUME PER TEST ADMINISTRATION

In-House Test Administrations	Open Testing	On-Site Test Administrations											
<ul style="list-style-type: none"> For tests sessions at CPA (Thailand) Bangkok and Chiangmai Test Centers, the maximum number of Test Takers per test session from each given Education Organization is limited based on the following test day schedules: <ul style="list-style-type: none"> Monday-Friday limited to 15 Test Takers per administration session Saturday limited to 10 Test Takers per administration session <p><u>Private Sessions:</u></p> <ul style="list-style-type: none"> Private sessions at CPA (Thailand) Bangkok and Chiangmai Test Centers can be arranged, on request at least 7 working days in advance of the requested test date, depending on room availability. The minimum number of Test Takers for the private sessions is 20 Test Takers per administration session. A surcharge will be applied depending on days, times and total number of Test Takers. <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"> For tests at CPA Open Testing locations, the maximum number for each Organization-Affiliated Test Takers per test session is limited based on the following test day schedules: <ul style="list-style-type: none"> Monday-Friday limited to 10 Test Takers per administration session Saturday limited to 5 Test Takers per administration session <p><i>Remarks: The maximum number of Test Takers per administration session is subject to change as deemed necessary by CPA (Thailand).</i></p>	<p>For Educational Organizations, the minimum group size for each administration session is 30 Test Takers per test room.</p> <p>The category of Test Takers and ratio for each administration session is based on the following number of Test Takers reserved in the TOEIC® Educational Test Request Form:</p> <table border="1"> <thead> <tr> <th rowspan="2">Number of Test Taker reserved</th> <th colspan="2">Ratio per Administration Sessions</th> </tr> <tr> <th>Students & Staff</th> <th>Personal Test Takers (if any)</th> </tr> </thead> <tbody> <tr> <td>30-200</td> <td>At least 15 percent of the total number of Test Takers reserved in the TOEIC® Educational Test Request Form*</td> <td>not over 200 personal Test Takers</td> </tr> <tr> <td>201+</td> <td>At least 30 students/staff</td> <td></td> </tr> </tbody> </table> <p><u>*Sample:</u> If the total number is 100 Test Takers, the number of students/staff per administration sessions will be at least 15 students/staff.</p> <p><i>Remarks: Please see item 9.1 for "Minimum Charge"</i></p>	Number of Test Taker reserved	Ratio per Administration Sessions		Students & Staff	Personal Test Takers (if any)	30-200	At least 15 percent of the total number of Test Takers reserved in the TOEIC® Educational Test Request Form*	not over 200 personal Test Takers	201+	At least 30 students/staff	
Number of Test Taker reserved	Ratio per Administration Sessions												
	Students & Staff	Personal Test Takers (if any)											
30-200	At least 15 percent of the total number of Test Takers reserved in the TOEIC® Educational Test Request Form*	not over 200 personal Test Takers											
201+	At least 30 students/staff												

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	Open Testing	On-Site Test Administrations
<ul style="list-style-type: none"> • Educational organizations may select different Programs for each individual test taker under their auspices. • Educational Test Takers tested at CPA Test Centers (Bangkok or Chiangmai) with self-reservation, the test result will be only reported in Program 3*. <p><i>*Only TOEIC® Official Score Report (No Photo) will be available for pick up, other reports will not be sent to the institute unless requested.</i></p>	<ul style="list-style-type: none"> • Educational organizations may select different Programs for each individual test taker under their auspices. • Educational Test Takers tested at Open Testing with self-reservation, the test result will be only reported in Program 3*. <p><i>*Only TOEIC® Official Score Report (No Photo) will be available for pick up, other reports will not be sent to the institute unless requested.</i></p>	<ul style="list-style-type: none"> • For Educational institutes, the institute may select different Programs for each individual test taker testing under their auspices.

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
<p>TOEIC® Score Roster</p>	<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 PDF format, organized by First Name and TOEIC® Score Range. The lists provide the following information:</p> <ul style="list-style-type: none"> • Organization Name • For Test Takers: <ul style="list-style-type: none"> ➢ Name ➢ National ID Number <u>or</u> Passport Number (for Foreign Test Takers) or Employee ID Number (for Organizational Options) • Test Date • Test Results <ul style="list-style-type: none"> ➢ Listening Score ➢ Reading Score ➢ Total Score
<p>Individual General Score Assessment</p>	<p>Individual General Score Assessments provide individual descriptive information for the TOEIC® Listening and Reading Scores, as well as descriptive research-based projections (70 percent 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"> • Organization Name • For Test Takers: <ul style="list-style-type: none"> ➢ Name ➢ National ID Number <u>or</u> Passport Number (for Foreign Test Takers) or Employee ID Number (for Organizational Options) • Test Date • Test Results <ul style="list-style-type: none"> ➢ Listening Score ➢ Reading Score ➢ Total Score • TOEIC® Listening and Reading Score Descriptions (related to the actual score result) • Speaking and Writing Descriptions (research-based projections with 70 percent accuracy)

Type of Reports	Definitions
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"> ● Organization Name ● For Test Takers: <ul style="list-style-type: none"> ➢ Name ➢ National ID Number or Passport Number (for Foreign Test Takers) or Employee ID Number (for Organizational Options) ● Test Date ● Test Results <ul style="list-style-type: none"> ➢ Listening Score ➢ Reading Score ➢ Total Score
TOEIC® Official Score Report	<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"> ● Organization Name ● For Test Takers: <ul style="list-style-type: none"> ➢ Name ➢ National ID Number or Passport Number (for Foreign Test Takers) or Employee ID Number (for Organizational Options) ➢ Date of Birth ➢ Photo (available only for Personal Test Takers and Education Organizational Test Takers under Program 4) ● Test Date ● Test Results <ul style="list-style-type: none"> ➢ Listening Score ➢ Reading Score ➢ Total Score ● TOEIC® Listening and Reading Score Descriptions (related to the actual score result)

7.2 Supplemental Reports

- TOEIC® Official Score Report Reprints

For organizational affiliated Test Takers testing under Program 3 - TOEIC® Official Score Report (No Photo), Test Takers may request TOEIC® Official Score Report Reprints for tests taken within 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 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 50 Test Takers per TOEIC® Score Comparison Reports with a charge of 2,500 baht. There will be an additional charge of 1,500 baht for every additional 50 or fewer Test Takers.

- TOEIC® Score Development Guidelines

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

The maximum number of 1,000 Test Takers per TOEIC® Score Development Guidelines can be customized for each organization based on information provided in advance of the test day.

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/Test inclusive of VAT
- TOEIC® Education fees by Test Administration Site & Test Taker Category. The fees are based on the structure selected depending on test administration sites, test taker categories and report programs. The structure of test fees is stated in the following table;

TOEIC® Education Fees by Program

Test Administration Site	Test Taker Category	Test Fee per Test (Baht)				
		Program 1	Program 2	Program 3	Program 4	Personal
On-Site Testing	<i>Students</i>	NA	800	900	1,200	1,800
	<i>Teachers/Staff</i>	1,000	1,100	1,200	NA	1,800
CPA Test Centers (Bangkok/Chiangmai)	<i>Students</i>	NA	NA	900	NA	NA
	<i>Teachers/Staff</i>	1,000	1,100	1,200	NA	NA
CPA Open Testing	<i>Students/Teachers/Staff</i>	1,000	1,100	1,200	NA	NA

Remarks:

1. All Rates per test are quoted in Thai Baht and are inclusive of VAT 7%
2. Education Fees is only for students, teachers or staff of that particular institutional
3. For test administrations outside of the 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 500 Baht per Test Taker.

9. PAYMENT POLICIES

9.1 Minimum Charge

In-House Test Administrations	Open Testing	On-Site Test Administrations
<ul style="list-style-type: none"> • No minimum charge 	<ul style="list-style-type: none"> • No minimum charge 	<p>For Testing under Educational Institutions:</p> <p>Testing fees are based on the following</p> <ul style="list-style-type: none"> • A minimum charge in any location equivalent to 30 Test Takers per test administration session will be applied. <p>For On-Site testing, charges for each test taker exceeding the minimum for each test administration location will be based on an actual per head count.</p> <p>On the test day, if the actual number of Test Takers meet the minimum requirements and does not fall below 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>However, should the actual number of Test Takers fall below 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 75 percent of the reserved number.</p> <p>All actual travel costs and expenses* incurred for test administrations outside the Bangkok Metropolitan or Chiangmai areas will be charged to the organization.</p> <p><i>*Travel costs and expenses include travel charges, accommodation charges, test facility charges, etc.</i></p> <p><i>**For air travel, a minimum baggage fee of 25 kg. must be included in the airfare for each CPA (Thailand) proctor.</i></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 35 percent surcharge for On-Site test administrations will be applied.

9.3 Penalty Fee

In-House Test Administrations	Open Testing	On-Site Test Administrations
<ul style="list-style-type: none"> • Test Takers who fail to cancel or change a reservation for a test at least 1 working day before the test administration date will be charged a 500 Baht penalty fee in addition to their regular test fee the next time they come to test. • Cancelling or changing test reservations can be requested at least 1 working day before the test administration date from 08.00am - 04.30pm 	<ul style="list-style-type: none"> • Any test taker who fails to appear at the test locations at the scheduled time for a test, the paid test fee will not be refunded. 	<ul style="list-style-type: none"> • Organizations that fail to cancel an On-Site test reservation 5 working days before the test administration date will be charged equivalent to 15 percent of the number of Test Takers reserved via the On-Site Test Request Form, plus other expenses* incurred through the cancellation. • All expenses incurred due to the requested change will be charged to the organization. <p><i>*Travel costs and expenses (including travel charges, accommodation charges, test facility charges, etc.)</i></p>

9.4 Payment Methods

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

In-House Test Administrations	Open Testing	On-Site Test Administrations
<ul style="list-style-type: none"> • In cash, by credit card or online money transfer by QR Code on the test day • Billed directly to the organizations 	<ul style="list-style-type: none"> • Online money transfer by QR Code in advance within 10.00pm of the reservation day • Billed directly to the organizations 	<ul style="list-style-type: none"> • Cash payment or online money transfer by QR Code on the test day • Billed directly to the organizations
<i>The Terms of Payment is 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"> • Thai Nationals • Foreign Nationals who hold; <ul style="list-style-type: none"> ➢ Original valid Student Card <u>or</u> ➢ Valid documentation from Thai Ministry of Education to certify current status as a Full-Time student 	5 Calendar days after the test date
Foreign Nationals who <u>do not hold</u> the above documents	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: January 1, 2024*