



Listening and Reading
Speaking and Writing
Speaking only

Public (Monthly) TOEIC® Listening & Reading TOEIC® Speaking & Writing and TOEIC® Speaking Only Programs Test Administration Policies & Procedures

Organizations in Thailand and other parts of the world have long acknowledged the importance of English language communication. They also recognize that the level of English language required for each position or job function varies on job needs. Having recognized that positions require varying levels of English language ability, organizations must then quantify and qualify those requirements in order to establish fair and consistent standards, and to determine a valid and reliable method of measuring each individual's performance level against those standards.

The Test of English for International Communication® (TOEIC®) test has been a valuable asset in helping organizations around the world to make decisions regarding hiring, job assignments, promotion, placement in English-language training programs, and monitoring progress in those programs in Thailand since 1988.

In order to ensure that the TOEIC test continues to be the leading test of English-language proficiency for use by international organizations, ETS continues to improve the quality of the tests so that it can better meet the needs of test users.

Part of best testing practices is to revise tests to reflect advances and increased understanding in the field or domain addressed by the test. This is the case for the Redesigned TOEIC test. New models of language proficiency and communicative competence have evolved and the value of greater authenticity in language testing is clearly recognized. The revisions to the TOEIC test better align the test with these recent developments and acknowledgements. The Public Listening & Reading program was first administered in Thailand in 2009.

Beginning in 2006 the Educational Testing Service added the TOEIC® Speaking & Writing test to expand the measurement capabilities of the TOEIC® program. TOEIC® Speaking & Writing was first administered in Japan and Korea in 2006, and has been added to TOEIC® testing programs worldwide ever since. The program was first administered in Thailand in 2009.

As the exclusive authorized representative for the Test of English for International Communication (TOEIC®) in Thailand, the Center for Professional Assessment (Thailand) is responsible for providing all TOEIC® test related services to TOEIC clients.

When & Where?

The Public (Monthly) TOEIC® Program is conducted at specified locations around the country. The Center for Professional Assessment (Thailand) currently organizes Public (Monthly) TOEIC® test administrations in Bangkok and Chiangmai. Additional test locations may be added as the needs arise.

The Public (Monthly) TOEIC® test administrations are conducted on a once-a-month basis. The test dates and times are fixed.

All test administration dates and times for the year of **2017** have been set according to the following schedule:

Month	Public Listening & Reading Test		Public Speaking Only Test		Public Speaking & Writing Test	
	Test Date	Test Time	Test Date	Test Time	Test Date	Test Time
January	21	13:00	25	09:00/11:00/13:00	25	15:00
February	18		22			
March	18		29			
April	22		26			
May	20		24			
June	17		28			
July	22		26			
August	19		30			
September	23		27			
October	21		25			
November	18		22			
December	16		NA			

Examinees interested in participating in a Public (Monthly) TOEIC® test administration may register in advance for any of the test dates scheduled.

How?

Test Reservation

All examinees testing in a Public (Monthly) test administration must make a test reservation at least 2 weeks in advance of the test date. Reservations are currently accepted by following methods:

- In person at either of the CPA (Thailand) Test Centers in Bangkok or Chiangmai.
- By calling the CPA (Thailand) Call Center and speaking with a representative.

The Call Center operates during regular center operating hours, Monday through Saturday, between the hours of 8:00am until 4:30pm.

When making the reservation an examinee must be prepared to provide the following information:

- Full name (First Name, Family Name)
- National ID Number (Passport Number for non-residents)
- Date of Birth (MM/DD/YYYY)
- Contact telephone number
- E-mail Address
- Test Location requested
- Test Date requested
- Method of Payment

Reservations cannot be cancelled or changed by email or on-line. To Cancel or Change a reservation you must call the Test Reservation Call Center.

Reservation requests are not confirmed until full payment has been received.

Reservations for which no payment is received within 10 calendar days will be canceled without notification and the seat released to another test taker.

Payment

All payments can be made per the following methods:

- In person at the CPA (Thailand) offices in Bangkok and Chiangmai (*only cash accepted*)
- By bank transfer directly to the CPA (Thailand) accounts listed in our online test reservation system with the following conditions;
 - Payment can be done by bank transfer directly to the CPA (Thailand) account.
 - CPA (Thailand) does NOT ACCEPT ATM, Mobile and Online payments. These payments will be subject to an additional Baht 500.00 surcharge before the test taker is allowed in the test room.
 - All bank fees are the responsibility of the examinee. No deductions from the full fee may be taken for any service charges.

Rescheduling and Cancellation

1. Test takers may change or cancel their reservations up to 10 calendar days prior to the test date without charge.
2. Any test taker canceling or changing their test date less than 10 calendar days prior to the test date will be charged a Baht 1,000.00 processing fee. This charge may be deducted from the advance payment, or added to their next test fee.
3. Any examinee failing to appear for a test without canceling will have the FULL test fee for each test administration retained or added to their next test fee as a processing charge.

(see pricing policy below)

Pricing Policy

The current fee for the Public TOEIC® tests are based on the following fee structures:

Tests	Test Fee* (Baht)
Public TOEIC® Listening & Reading	1,800
Public TOEIC® Speaking & Writing	3,500
Public TOEIC® Speaking Only	2,250

**All fees are quoted inclusive of VAT and are payable in Baht.*

Test Results - Individual Examinees

Test results can be picked up at the Center for Professional Assessment (Thailand) offices in Bangkok and Chiangmai per the following schedules:

Tests	Score pick up (approximately)
Public TOEIC® Listening & Reading	5 working days*
Public TOEIC® Speaking & Writing	14 calendar days
Public TOEIC® Speaking Only	14 calendar days

**Not including Sunday and National holidays.*

Scores may be picked up between 10:00 am and 4:30 pm Monday through Saturday.

Score Reports for each examinee are sealed in individual envelopes. When picking up the scores, examinees must submit their following documents:

- Original TOEIC® test registration form
- Original valid Thai National Identification card, or
- Original valid Thai Driver's License, or
- Original valid Passport

If an examinee designates someone else to pick the score up on their behalf, in addition to the examinee's original documents above, the designated person must also bring their following documents:

- Original valid Thai National Identification card, or
- Original valid Thai Driver's License, or
- Original valid Passport

Examinees may request to have their TOEIC Score reports sent by EMS postal service by notifying TOEIC staff when they leave the test room. All scores are sent only by EMS postal service at a cost of Baht 100.00 per envelope for locations within Thailand; fees outside of Thailand are based on the country to which the Score report is being sent

Score Reports are maintained at CPA (Thailand) for a period of 90 days after the original test date. After the 90-day period all scores reports are treated as Reprint Requests.

Individuals requiring official copies of any of the Score Reports may complete a request form at the Center for Professional Assessment (Thailand). The processing fee is Baht 250.00 per Score Report. Official TOEIC® Score Reprints may be picked up two (2) working days after the request. Score Reprint requests are not accepted over the telephone, by fax, or through e-mail.

Information Materials

Additional information on the TOEIC® test can be obtained from the Center for Professional Assessment (Thailand) offices in both Bangkok and Chiangmai. Materials such as brochures and handouts are available from the Centers.