

Organization-Affiliated General Policies & Procedures

Test of English for International Communication (TOEIC®)

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

In Thailand, more than 700 TOEIC clients represent a wide range of industries in both Public and Private sectors such as Aviation, Banking & Finance, Consulting, Education, Energy, Medical Services, Hotel & Tourism, Information Technology & Telecommunications and Manufacturing (*Automotive, Consumer Products, Electronics, Pharmaceuticals, etc.*).

As the exclusive authorized representative for the Test of English for International Communication (TOEIC®) in Thailand, the **Center for Professional Assessment (Thailand) – CPA (Thailand)** is responsible for providing all TOEIC® Listening & Reading test related services to TOEIC clients including:

- Testing service
- Value added services
 - Language Needs Assessment
 - Establishing Job Related Language Standards
 - Presentations (for management and potential test takers)
 - Information Materials
 - Job Advertisement

The information in this document applies to the daily and institutional TOEIC® testing program only for Organization Affiliated tests. For Educational Institutes, please see Educational On-site Testing Policies & Procedures.

Testing Service

TOEIC® Listening & Reading Test Format

The TOEIC® test is a proficiency test that reliably measures the passive skills of listening and reading across a wide range from beginner to advanced levels. As a proficiency test, the TOEIC® test measures not only what an individual knows, but also how well they can use that knowledge in real life situations.

	Questions	Score	Time
Listening	100	5-495	45 mins
Reading	100	5-495	75 mins
TOTAL	200	10-990	120 mins

Organization Test Takers

The TOEIC® Institutional Testing Program provides testing services for organizations within Thailand. This includes the following type of test takers:

- Organization-affiliated individuals
- Organization Candidates

**The organization-affiliated test policies and procedures will be applied to only the above mentioned test takers.*

TOEIC® Program Testing Options for Organization-Affiliated Programs

In-House and Off-Site Test Administrations

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

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

On-Site Test Administration

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.

- **Within the Bangkok Metropolitan or Chiangmai areas**, the minimum group size for test administrations is based on the following number of test administration sessions.

Number of Test Administration per day	Minimum group size
1 session	At least 20 Test Takers per test room and test session
More than 1 session	25 Test Takers per day with at least 10 Test Takers per test room

- **Outside the Bangkok Metropolitan or Chiangmai areas**, the minimum group size for test administrations is based on the number of test administration sessions as indicated in the following table;

Number of Test Administration per day	Minimum group size
1 session	At least 30 Test Takers per test room and test session
More than 1 session	40 Test Takers per day with at least 20 Test Takers per test room

* All actual travel costs and expenses incurred for test administration outside of the Bangkok metropolitan or Chiangmai areas will be charged to the organization. (including travel charges, accommodation charges, test facility charges, etc.)

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

-- In all Test Administrations, test proctors will be provided by the CPA (Thailand) --

Organization Affiliated Test Programs

CPA (Thailand) provides 3 test result programs for organizations in a variety of different formats based on organization needs. Each program includes one (1) copy of the following documents:

Program 1	Program 2	Program 3
➤ TOEIC® Score Roster	<ul style="list-style-type: none"> ➤ TOEIC® Score Roster ➤ Individual General Score Assessment ➤ Individual Score Record 	<ul style="list-style-type: none"> ➤ TOEIC® Score Roster ➤ Individual General Score Assessment ➤ TOEIC® Official Score Report

Test Fee

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

- A. **Personal Fee** for an Institutional TOEIC® Test Administration - Baht 1,800.00/Test inclusive of VAT
- B. **TOEIC® Corporate Activation fee** for first time or renewed clients (lapse of more than 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 24,000.00** as a minimum charge equivalent to 20 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 6 calendar months from the coupon issue date and are not refundable or will not be reissued in case of loss, being destroyed, or stolen.

- C. **TOEIC® Corporate fees by Category**

All organizations will continue with Price Category A after Corporate Activation Coupons have been exhausted (20 tests). The categories and fees are based on actual test volumes from the date of the Letter of Agreement in 2024 through the end of each calendar year and will be applied to the fees between January 1, 2024 – December 31, 2025. 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

Price Category		Number of Test Takers per end of previous Letter of Agreement period	Program 1	Program 2	Program 3
<i>First time or renewed clients Activation</i>		Minimum Charge equivalent to 20 Test Takers	N/A	N/A	1,200
<i>Current Corporate Client</i>	A	1-150	1,000	1,100	1,200
	B	151-300	950	1,050	1,150
	C	301-750	900	1,000	1,100
	D	750+	850	950	1,050

**All Rates are per test and quoted in Thai Baht and are inclusive of VAT 7%*

Value Added Service

Language Needs Assessment

Language Needs Assessment is one of The Center for Professional Assessment (Thailand) – CPA (Thailand) value added services for organizations that need to set the appropriate TOEIC® standard score for job positions or levels based on their needs.

CPA (Thailand) provides Language Needs Assessment surveys for organizations interested in assessing English language needs. The standard score can be used in several different ways.

- Recruitment
- Promotions
- Overseas Posting
- Language Incentives
- Language Training
- Selection for Training

Presentations

The Center for Professional Assessment (Thailand) – CPA (Thailand) provides variety of presentations for different audience in each organization such as:

- 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

* The first presentation will be provided on a complimentary basis by CPA (Thailand)

Job Advertisements

The job advertisements with the TOEIC® score required could be sent the Center for Professional Assessment (Thailand) – CPA (Thailand) for publications on CPA (Thailand) publication medias including:

- Job opportunity board at CPA (Thailand) Offices (*Bangkok & Chiangmai*)
- CPA (Thailand) Official Facebook Page (*Facebook.com/cpathailand*)
- CPA (Thailand) Website (www.cpathailand.co.th)

Information Material

The Center for Professional Assessment (Thailand) – CPA (Thailand) also provides the examinee handbook for the updated version of the TOEIC® Listening & Reading Test to all test takers. The handbook is designed to provide test takers with information on the test format, including question formats, and provides some sample practice questions. The Test takers handbook is now available on-line through the Center for Professional Assessment (Thailand) – CPA (Thailand)



QR Code:
E-Handbook

CPA other products

***toeic®**
Listening and Reading test

***toeic®**
Speaking and Writing tests

***toeic bridge®**

***toeic®** ***propell®**
Official learning and
preparation course

**For more information and making an appointment for either meeting or presentations please contact:
Center for Professional Assessment (Thailand)**

Bangkok Office: 0-2260-7061, 0-2259-3990 ext. 401-406 email: marketing@cpathailand.co.th

Chiangmai Office: 053-241-273-5 email: cpa_northern@cpathailand.co.th