

**Please note any incomplete form with missing fields will not be processed.**

**1) Personal Details – all fields are compulsory**

Date: \_\_\_\_\_

Candidate Name: <small>(same as HKID/ passport)</small>	Surname	First name	
Parents Telephone No.: <small>(please provide a Hong Kong contact number)</small>		<small>(first contact)</small>	<small>(second contact)</small>
Email Address:			

**2) Overseas Institution / University Details – all fields are compulsory**

Institute Name:			
Person to Contact:		Department:	
Telephone No.:			
Email Address:			

**3) List of subject(s) for exam - all fields are compulsory**

*Please note that we provide exam invigilation service from Monday to Friday (except public holidays) with fixed exam start time, exams can either start at 10am or 2pm only.*

	Date*	Time	Duration*	Computer/ Paper-based	Subject(s)*
1					
2					
3					
4					
5					

**4) Special Arrangement (if applicable) - Please specify your requirements below. You must obtain approval from your university / institution regarding all special arrangements.**

**Contact information:**      **British Council Examination Services**  
**Address: British Council, 3 Supreme Court Road, Admiralty, Hong Kong**  
**Tel: +852 29 135100**  
**Email: [examsrequest@britishcouncil.org.hk](mailto:examsrequest@britishcouncil.org.hk)**

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**British Council Hong Kong Fair Collection Notice**

British Council Hong Kong and its partners including service providers will use the information that you are providing for processing of your request. We may want to use your information to send you details of our promotions, services and events (including social events) which you might find of interest. We may also contact you to seek your feedback on our services and for market analysis. If you wish to be contacted please tick the relevant boxes:     **Email**     **Phone**     **SMS**

**Privacy and Data protection notice**

The British Council Hong Kong will use the information that you provide for administration purposes and internal British Council communication only. We will not make this information available to any other organisation. You have the right to ask for a copy of the information we hold on you, for which we may charge a fee. You also have the right to ask us to correct any inaccuracies in that information. If you would like more information on this, please contact our local office or see our website: [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy)

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**For office use only**

No of session(s)		Professional – M/155/007		Receipt No.	Date
Total exam fee		University / FE – M/155/012			

Candidate Name: \_\_\_\_\_

5) **Payment Details:**

<b>Educational and Professional Exams</b>	
Exam Paper(s)	Monday to Friday (10am - 6pm)
First Session (no more than 3 hours including break time between papers)	HKD 2,000
Each additional session on the same day	HKD 1,600

- a. Each test session is no more than three hours. Candidate can sit more than one paper in the test session.
- b. Every test that is not taken on the same day will be counted as a new session, which is HKD 2,000
- c. These fees cover the receipt, safe-keeping and return of the examination papers, provision of an examination room, invigilation and provision of laptops for computer-based tests.

The total charge for your examination(s) is: 

<b>Total:</b>	<b>HK\$</b>
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**Refund Policy:**      Exam fees are not refundable in any circumstances.

**Payment method:**

Online payment

**Please be aware that your exam application will not be processed until payment is received. An email with a link to the payment page will be sent to you. If payment is not completed within 24-hour of receiving the payment link, your exam request will not be accepted.**

**Please contact us at 29135100 if you have any questions regarding the payment. Please note that only Visa and Mastercard are accepted.**

6) **Please return this form by E-mail** – Completed form must be **SCANNED** and e-mailed to: [examsrequest@britishcouncil.org.hk](mailto:examsrequest@britishcouncil.org.hk)

**Disclaimer**

*The British Council and the Examining Boards take all reasonable steps to provide continuity of service. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The British Council's liability will be limited to the refund of the registration fee or retesting at a later date.*