

ENQUIRIES

- By e-mail:
examsrequest@britishcouncil.org.hk
- By phone:
+ 852 2913 5173 / +852 2913 5131
- Walk-in at British Council, 3 Supreme Court Road, Admiralty, Hong Kong

YOUR INSTITUTION'S REQUIREMENTS

- Contact your university to obtain approval to take examination at British Council Hong Kong.
- Complete any documentation and settle any payment your institution requires.



APPLICATION

- Fill in the examination request form
- Submit application by e-mail or in-person (Application submitted by e-mail must be scanned)
- Full examination fee is payable for registration and payment can be made by credit cards only. Note that there may be a charge from your university as well.
- Test Fee: Please refer to our examination request form
- Contact your university for sitting your exam(s) at British Council Hong Kong

****No refund will be made for cancellation of examinations under any circumstances****



CONFIRMATION

- Upon registration, an auto-reply email will be sent to candidate to confirm receipt of application
- Another e-mail confirmation with test details will be sent to candidates upon receipt of exam materials.
- Contact Examinations Services if you have not received the e-mail confirmation 3 days before the test date



DAY OF THE TEST

- Report to Examination Centre 15 minutes before examination or the time specified by the university
- Candidates must have the identity card / passport or student ID for all examination paper(s)
- Late-comers will not be given extra time to complete the exam and may not be allowed to sit the exam
- Candidate may bring in necessary stationery to the examination room. Books, dictionaries, mobile phone and rough papers are not allowed unless specify by the university



RESULTS

- Results will be released by institution directly to candidate.