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### Letter of Agreement

This Letter of Agreement, hereafter referred to as The Agreement, is made on October 29, 2020, by and between the Center for Professional Assessment (Thailand), hereafter referred to as CPA (Thailand), and Faculty of Agro-Industry, Chiang Mai University for the purpose of achieving the various aims and objectives relating to the provision of TOEIC® testing services.

Whereas CPA (Thailand) and Faculty of Agro-Industry, Chiang Mai University intend to enter into The Agreement between the said parties, establishing the working arrangements that each of the parties agree in order to complete the aims and objectives.

#### Purpose

The Purpose of The Agreement is to provide the framework for any future binding contract between the said parties.

#### Obligation of the Parties

The partners acknowledge that no contractual relationship is created between them by The Agreement, but agree to work together in the true spirit of partnership to ensure responsive leadership and to demonstrate financial, demonstrative and managerial commitment to the aims and objectives.

#### Test Fees

Based on estimates for the coming twelve month period provided by Faculty of Agro-Industry, Chiang Mai University the test fee for each TOEIC test administered by CPA (Thailand) for Faculty of Agro-Industry, Chiang Mai University will be set forth in the Annex I (**Price Category A/ Education**) which shall be deemed an integral part of the agreement.

#### Cooperation

The activities and services shall include, but not be limited to:

- a. Services to be rendered by CPA (Thailand) include the provision of TOEIC Testing services as set forth in Annex I.
- b. Services to be rendered by CPA (Thailand) include acknowledgement and adoption of the procedures as indicated in Annex II which shall be deemed an integral part of the agreement.

#### Resources

The Parties will endeavor to fulfill implementation and financial responsibilities necessary to fulfill their commitments related to fulfilling the aims and objectives under The Agreement.

#### Use of Intellectual Property

While any intellectual property developed through activities covered under The Agreement can be applied towards the attainment of the aims and objectives as set forth in this Agreement, both parties consent that any and all outputs will be used solely for the purposes set forth in The Agreement.

**Effective Dates**

The Agreement shall take effect upon the date first written above and shall remain in effect through December 31, 2020 unless earlier terminated. Neither party may assign or transfer all or any portion of this Letter at any given time.

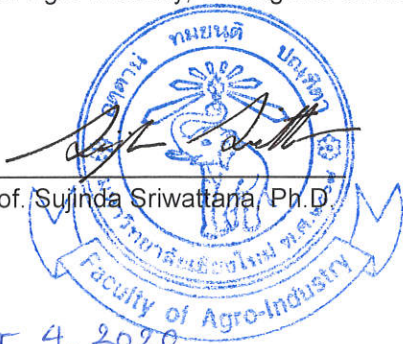
**Termination**

Any party may terminate the Agreement by giving thirty (30) days written notice to the other party. However, in the event that any partner fails to perform its obligations under this Letter, either Partner shall have the right to immediately terminate this Agreement.

**Entirety**

This Letter of Agreement including all Annexes, embodies the entire and complete understanding between the Partners.

Signed for  
Faculty of Agro-Industry, Chiang Mai University



Asst. Prof. Sujinda Sriwattana Ph.D.  
Dean

December 4, 2020  
Date

Signed for the  
Center for Professional Assessment (Thailand)



Anilin Trakulthong  
Chief Marketing Officer

October 29, 2020



## Annex I

### Test of English for International Communication (TOEIC®) Policies for Organization Affiliated Program

The Center for Professional Assessment (Thailand) hereafter referred to as CPA (Thailand), has been the Exclusive Representative for TOEIC testing in Thailand since 1990. The CPA (Thailand) head office is located in Bangkok and maintains a Northern branch office (CPAN) in Chiangmai. TOEIC Tests are conducted throughout Thailand by CPA staff from these offices in order to ensure standardization and test security.

CPA (Thailand) organizes both In-House and On-Site TOEIC testing for organizations in government, state enterprises and commercial sectors on demand. Organizations are provided with the opportunity to select from several different reporting programs offered by CPA (Thailand) based on the program that best suits their needs and requirements for each group.

#### Test of English for International Communication (TOEIC®)

The TOEIC® (Test of English for International Communication) test is an English Language Proficiency test for individuals whose native language is not English. Over the past 35 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 150 countries place their trust in the TOEIC test to help their businesses build a more effective workforce.

The TOEIC® test measures the everyday English skills of people living and working in an international environment and helps to determine how well people can communicate with others, in English, in a global workplace and environment.

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 test does not require specialized knowledge or vocabulary and measures only the kind of English used in everyday work activities.

With the introduction of the TOEIC® Speaking and Writing test the TOEIC tests provide four skill assessment of English language skills needed in the workplace.

*TOEIC Program Testing Options for  
Organization-Affiliated Programs*

**In-House Test Administrations**

CPA (Thailand) offers Institutional In-House testing for organizations at the Head Office in Bangkok or at CPAN in Chiangmai. Tests are administered twice daily on Monday-Saturday with the exception of Public holidays. Public tests are conducted once per month on a pre-scheduled date.

Organizations can send individual organization-affiliated examinees for In-House testing. There are no minimum numbers for In-House testing. Reservations for In-House test administrations at CPA (Thailand) or CPAN should be made through CPA Test Reservations staff at [test\\_reservations@cpathailand.co.th](mailto:test_reservations@cpathailand.co.th). Test reservations, for individuals testing as "Personal" examinees, sent by email will not be accepted.

**On-Site Test Administration**

CPA (Thailand) offers On-Site testing for organizations to either one person, or to as many as several hundred people at a time, as long as test requirements such as minimum examinee numbers, lighting, sound and examinee seating space are met. On-Site organization test administrations can be scheduled at the client's convenience, any time or day of the week. All arrangements for Organizational On-Site Test Administrations should be made through CPA Test Reservations staff at [test\\_reservations@cpathailand.co.th](mailto:test_reservations@cpathailand.co.th).

- For On-Site test administrations within the Bangkok Metropolitan or Chiangmai city areas, the minimum group size for test administrations for On-Site testing is twenty (20) examinees per administration. For test administrations of fewer than twenty (20) a minimum charge equal to twenty (20) examinees will be applied. These minimums apply to each individual test administration, and are not to be considered daily minimums.
- On-Site test administrations outside of the immediate Bangkok Metropolitan or Chiangmai city areas are charged at a minimum rate equivalent to thirty (30) test takers, plus direct travel related costs for test administrations. For test administrations of fewer than thirty (30) examinees a minimum charge equal to thirty (30) examinees will be applied.
- For Educational organizations, the minimum group size for each administration in any location is thirty (30) examinees. For test administrations of fewer than thirty (30) examinees a minimum charge equal to the cost for 30 examinees will be applied. These minimums apply to each individual test administration, and are not to be considered daily minimums.

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

## Program Reporting Options

CPA (Thailand) offers organizations the opportunity to select from several different programs for reporting purposes. Test results for organizations are returned in a variety of different formats as indicated in the following chart. Test fees vary based on the testing programs selected.

TOEIC Score Result Formats for Organizations

Score Program	Type of Report						
	Roster (Up to 4)	General Score Assessment	Excel format Data (Transmitted electronically)	Score Record	Score Report (No Photo)	Score Report (With Photo)*	Reprint (must be approved by organization) -No Photo-
Program 1	/	-	/	-	-	-	-
Program 2	/	/	/	/	-	-	-
Program 3	/	/	/	-	/	-	/
Program 4*	/	/	/	-	-	/	/

\*Available only for Educational Examinees

- For On-Site tests, organizations must specify a single program option within each test administration. Organizations may not select combined programs within a single On-Site test administration.
- For In-House testing at CPA (Thailand) or CPAN, organizations may select any of the report option programs for each individual examinee testing under their auspices.

## TOEIC Score Result Formats for Organizations

An Organization Designated Coordinator (ODC) must be specified, in writing, when the Letter of Agreement comes into effect. All communication between CPA (Thailand) and the organization will take place through the Organization Designated Coordinator (ODC) to ensure efficiency and security of information. CPA (Thailand) does not release individual scores to individual test takers from organizations unless specified, in writing, by the requesting organization.

For tests administered in Bangkok, standard score results are sent to the ODC one (1) working day after the test. Tests administered in the Chiangmai CPAN office, or for tests administered in other provinces, TOEIC test results will be available 4 working days after the test. For Organization On-Site Tests outside Bangkok, scores will be made available 2 working days after the test

Test results for organizations are returned in a variety of different formats. These results are included in the TOEIC test fee, with result formats based on the testing program selected.

- Individual TOEIC Score Reports  
The TOEIC Score Report reports on each individual's TOEIC test result. Official TOEIC Score Reports for each examinee are provided in individually sealed envelopes. This is the only format of score result that can be made available to an individual test taker. Depending on each organization's policy the official TOEIC Score Reports are made available to the examinee through the organization-designated test coordinator.

*\*For On-Site Testing, individual TOEIC Score Reports with photographs (Score Program4) are available only for Educational Testing.*

- Score Rosters  
Standard Score Rosters are intended for internal use only and cannot be used by individual test takers as an indication of their official score. Score Rosters, in the form of list information, are organized by first name, as well as by TOEIC Score Range.
- Individual General Score Assessments  
CPA (Thailand) can provide organizations with General Score Assessments on request. The General Score Assessments provide descriptive information for the TOEIC Listening and Reading Scores, as well as descriptive research-based projections of Speaking and Writing skills.
- Individual Score Records  
TOEIC Score records are intended for internal use only and cannot be used by individual test takers as an indication of their official score. The Score Records are for the sponsoring organization's use only and are not designed for use outside of that organization.
- Official TOEIC Score Report Reprints  
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 Official TOEIC Report Score Reprints.

Examinees may request Official TOEIC Score Report Reprints for tests taken under the TOEIC Public Tests program, or TOEIC Institutional testing program, provided that the requested score is within 24 months of the original test date. Reprint requests for expired results, or tests taken over 24 months of the request date, will not be processed.

Individuals testing under an organization may only request a TOEIC Score Report Reprint upon obtaining an official signed letter of permission from the organization granting permission to release the score. The letter must be submitted on the day of the TOEIC Score Report Reprint request. Once permission to release the score has been received the test taker must complete a TOEIC Score Report Reprint form in person at CPA (Thailand). TOEIC Score Report Reprint requests are not accepted over the telephone or through e-mail.

- Summary Report  
For test administrations of over 50 examinees, CPA (Thailand) can provide a summary report one (1) working week after the test. Up to 4 different Test Administration Report Lists can be prepared according to a variety of fields such as identification number, examinee name, position, department, or other data collected at the time of the test administration.

This report can be customized for each corporate client provided that the corporate specific information required for the final report is determined before the time of the actual test administration. Additional report lists can be added to this summary report at a minimum charge of Baht 1,000.- per list.

Organizations will receive the information in an electronic format. Score report information will be provided in either a spreadsheet format, or a PDF format depending on the report.

## Supplemental Reports for Organizations

- Training Group Recommendations

CPA (Thailand) can also provide Training Group Recommendations for group administrations. These recommendations assign examinees into sub-groups for training purposes and provide general information on the type of training and length of training needed to develop the examinees language to the next appropriate TOEIC level.

Training Group recommendations are available on request. There is a per group charge of Baht 2,500.00 per training group and a minimum charge of Baht 5,000.00.

- Score Comparisons

CPA will compile Score Comparisons of two or more test results for examinees in an organization. The score comparison can, for example, be used to determine progress in a training program, or determine change over time when an examinee is tested on an annual basis.

There is a minimum per Score Comparison Report charge of Baht 2,500.00. This will include comparisons of up to 50 examinees. There will be an additional charge of Baht 1,500.00 for every additional 50 or fewer examinees.

## Test Fee

Test Fees are scheduled by category and program. The following fee policies are currently in effect...

- Personal Fee for an Institutional TOEIC Test Administration - Baht 1,800.00/Test inclusive of VAT
- TOEIC Corporate Activation fee, for first time or renewed clients (lapse of more than 2 calendar years). Once organizational clients agree to the Policies & Procedures, organizations can purchase 'Corporate Activation Coupons' – Baht 36,000.-. This is a minimum charge equivalent to 30 tests for the TOEIC Listening & Reading test administrations (Price Category A - Program 3 in the Price Category and Program structure below). These coupons are valid six (6) calendar months from the coupon issue date and will be reviewed for adjustments at the end of the letter period. The Activation Corporate Coupon is not refundable and cannot be reissued in case of loss, being destroyed or stolen.
- TOEIC Corporate fees by Category. The Fee Category for each organization is based on test volumes from the date of this Letter of Agreement through December 31, 2020. All organizational clients will continue on Price Category A after Corporate Activation Coupons have been exhausted (30 tests). After reaching the required test volumes, the fee category will be automatically applied to the Test Fee Schedule on the next page.

## TOEIC Corporate fees by Program.

Organizational clients may select from several different programs.

The different programs offered differ only in the reports provided. The same level of test security and test reliability applies to all programs.

Category	Test takers per end of letter period	Program 1	Program 2	Program 3	Program 4	
Activation	First time or renewed clients who lapse of more than 2 calendar years (must purchase 30 Corporate Activation Coupons)	NA	NA	1,200.00	NA	per test
A	1-500	1,000.00	1,100.00	1,200.00	NA	per test
B	501-1,000	950.00	1,050.00	1,150.00	NA	per test
C	1,001-2,500	900.00	1,000.00	1,100.00	NA	per test
D	2,501-5,000	850.00	950.00	1,050.00	NA	per test
E	5,001+	800.00	900.00	1,000.00	NA	per test
Education	Minimum charge 30 tests/test administration	NA	600.00	700.00	1,000.00	per test

Remark: VAT inclusive.

A thirty-five percent (35%) surcharge for On-Site test administrations on Sundays or national holidays will be applied. Incremental site administration costs (including travel charges, accommodation charges, test facility charges, etc.) are to be covered by each respective organization.

### Minimum Charge

- There is no minimum charge when organization send individuals to test at either the Bangkok or Chiangmai In-House test centers.
- There is a minimum charge equivalent to twenty (20) test takers per test administration within the immediate Bangkok and Chiangmai metropolitan areas.
- There is a minimum charge equivalent to thirty (30) test takers per test administration outside of the immediate Bangkok or Chiangmai metropolitan areas. In addition, the contracting organization assumes responsibility for all actual travel costs and expenses incurred.
- There is a minimum charge equivalent to thirty (30) test takers per test administration for Educational testing regardless of the location.

Organizations will be charged only for actual tests administered beyond the minimum requirements, provided that the total number of examinees tested does not fall below seventy-five percent (75%) of the scheduled number for each test administration. In these instances, the organization will be charged for an amount totaling seventy-five percent (75%) of the number scheduled.

Incremental site administration costs (including travel charge, accommodation charges, test facility charges, etc.) are to be covered by each respective organization.



## Payment Policies

For In-House Test administrations, all fees for TOEIC are payable only in cash and in Baht on the test day.

For on-site test administrations, all fees will be billed directly to the organizations. The Terms of Payment is seven (7) calendar days after the invoice date. In case of the late payment, interest maybe applied.

All TOEIC Individual Score Report Reprints are payable at the time they are ordered.

## Penalty Fee

CPA (Thailand) has a Penalty policy for all examinees. Examinees who fail to cancel a reservation for a test within one (1) working day of that test will be charged a Baht 500.00 processing fee in addition to their regular test fee the next time they come in to test.

## Information Materials

Additional information on the TOEIC can be obtained from CPA (Thailand) offices in both Bangkok and Chiangmai. Materials such as brochures and handouts are available on a complimentary basis from the Center.

CPA (Thailand) also provides the TOEIC Bulletin of Information to all examinees. The Bulletin is designed to provide examinees with information on the test format, including the test questions, and provides some sample practice questions. All promotional and guidance information is available from the CPA (Thailand) at no charge.



## Annex II

### Center for Professional Assessment (Thailand) TOEIC® TEST CENTER

#### Test Administration Days

Monday –Saturday	Regular Administrations	9:00 A.M. & 1:00 P.M.
	Special Administrations	4:00 P.M. (as needed)
Wednesday	Foreign Test Taker Administrations	9:00 A.M.

#### Test Reservations

- Personal Testing

Test reservations must be made at least one (1) working day in advance of the required test date. Reservations may be made either in person at the CPA office, or by calling the CPA (Thailand) CALL CENTER Monday-Saturday 8:00 A.M.-4:30 P.M. at 02-260-7061 or 02-259-3990 ext. 101-107, or 603 for English speakers (Bangkok Test Center), (053) 241-273, 241-274, 241-275 (Chiangmai Test Center). Reservations by Email are not accepted.

Test takers who have implants or require special medical devices such as hearing aids, internal fractures, heart monitors, insulin pumps, or bandages or those who require special testing procedures such as Braille tests or special readers for the Hearing Impaired must inform CPA in advance at ext. 603.

- Organization Affiliated Testing

Organizations must send the completed "Corporate Test Request Form" to Email: [test\\_reservations@cpathailand.co.th](mailto:test_reservations@cpathailand.co.th) at least 1 working day in advance of the requested test date. Seats are based on availability at the time requests are received.

- Re-Test Policy

Test Takers can only re-test after five (5) calendar days following the previous test date but can make test reservations after the previous scores have been issued.

#### Documents Required for Registration on the Test Day

Identification requirements are strictly enforced.

It is the test taker's responsibility to read and understand the instructions and requirements. Test takers who arrive at the test center without all required documentation will not be admitted to the test.

All test takers must use the exact same name that appears on each of the identification documents required for each examinee category.

Remarks: All submitted documents must be complete and undamaged with all information clearly legible and visible.

Examinee Category	Documents Required
I. ALL	<ul style="list-style-type: none"> <li>Original Valid Thai National ID Card, <i>or</i> Original Valid Thai Electronic Driver's License, <i>or</i> Original Valid Passport</li> </ul>
II. ORGANIZATION AFFILIATED TESTING	<ol style="list-style-type: none"> <li>Document in Examinee Category I, <u>PLUS</u></li> <li>Original Valid Company ID Card</li> </ol>
III. EDUCATION TESTING	<ol style="list-style-type: none"> <li>Document in Examinee Category I, <u>PLUS</u></li> <li>Original Valid Student Identification Card</li> </ol>
IV. FOREIGN TEST TAKERS	<ol style="list-style-type: none"> <li>Document in Examinee Category I, <u>PLUS</u></li> <li>Original Valid Thai Work Permit (hard copy only) <i>or</i></li> <li>Original Valid documentation from Thai Ministry of Education to certify status as a Full-Time Student. Validity period of this document not more than 30 days from issue date.</li> </ol>
V. TEST TAKERS WHO HAVE IMPLANTS OR REQUIRE THE USE OF MEDICAL DEVICES OF ANY KIND DURING THE TEST	<ol style="list-style-type: none"> <li>Document in Examinee Category I, <u>PLUS</u></li> <li>Category II - V (for examinees in the respective categories) <u>PLUS</u></li> <li>Original or Certified Copy of Medical Certificate with original stamp from hospitals recognized by the Ministry of Public Health (excluding Clinics) to certify the necessity of using such implants or medical devices of any kind during the test. Validity period of this certificate not more than 90 days from issue date.</li> </ol>

CPA (Thailand) reserves the right to deny entry to the test room if the required documents are not clear or not presented at the test center on the test day.

#### Test Fees and Payment

Test Category	Test Fee	Payment
Personal Testing	1,800.00 Baht	Payable in Cash on the Test Day
Organization Affiliated Testing/Educational Testing	Based on the Letter of Agreement for each organization	Based on the Letter of Agreement for each organization

#### Check-In and Registration Schedule

Test takers must Check-In and Register based on the time schedule stated below

Test Administration Time	Check-In and Registration Open
9:00 A.M.	8:00 A.M.
1:00 P.M.	11:30 A.M.
4:00 P.M.	2:30 P.M.

All required documents must be presented at Check-In. In case of no-show or late arrivals, all previously reserved test seats will be released to Standby test takers at 9:00 A.M., 1:00 P.M. and 4:00 P.M. Any test taker who fails to appear at the test center in time for a test or fails to cancel the reservation AT LEAST one (1) working day (not including Public Holidays) prior to the scheduled test date will have an administrative charge (Penalty Fee) of 500.00 Baht added to their next test fee.

## Test Rules

1. All Test rules and regulations must be respected and strictly followed.
2. All required documents listed will be checked and verified during Check-In and Registration and throughout the test session.
3. No electronic devices of any kind including items such as mobile phones, listening devices, recording or photographic equipment, remote controls, calculators, USB, flash drives, electronic car keys, SIM cards or any kind of watches are allowed in the test room.
4. No personal belongings such as briefcases, backpacks, pocket books, wrist watches, medicine, keys, documents, or stationery of any kind (see posted lists) are allowed in the test room.
5. Test takers will have seats assigned by test room proctors.
6. No test taker will be admitted after test materials have been distributed.
7. Test takers will not be allowed to leave the test room at any time without permission from the Senior Proctor and will be required to remain at the assigned seat in the test room until the end of the test.
8. Test takers must focus on their own Test Books and Answer Sheets. Penalties issued from attempts to give or receive unauthorized assistance of any kind, before or during the test administration, may result in dismissal from the test room, or invalidation of the test taker's test results. Fees for Answer Sheets that are not scored due to a violation of test room policies are not refunded. Test takers may be banned from future testing if such violations are determined to have occurred.
9. CPA has the full authority to interview and validate the score before releasing Score Reports.

## Remarks:

- At the discretion of the test room proctors, test takers may be requested to remove specific items not listed before being allowed into the test room.
- Individual lockers are NOT provided. While shelving is provided for personal belongings, CPA (Thailand) accepts no responsibility for any items.
- Test takers who fail to follow test center policies or proctor instructions may be refused entry into the test room. Tests may be canceled and test fees may NOT be refunded.
- CPA (Thailand) reserves the right to take all action – including but not limited to, barring the test taker from future testing and/or canceling scores due to failure to comply with test administration regulations or directions. Should tests be canceled, scores will not be reported and test fees will not be refunded.

## TOEIC Score Pick-Up

Test Administration Day & Time	Score Pick-Up Day & Time Bangkok Test Center	Score Pick-Up Day & Time Chiangmai Test Center
Mon-Fri 9:00 A.M.	Next working day 10:00 A.M. - 4:30 P.M.	4 working days after the test day 10:00 A.M. - 4:30 P.M.
Sat 9:00 A.M.	The following Tue 10:00 A.M. - 4:30 P.M.	4 working days after the test day 10:00 A.M. - 4:30 P.M.
Mon-Fri 1:00 P.M. & 4:00 P.M.	Next working day 12:00 P.M. - 4:30 P.M.	4 working days after the test day 12:00 P.M. - 4:30 P.M.
Sat 1:00 P.M. & 4:00 P.M.	The following Tue 12:00 P.M. - 4:30 P.M.	4 working days after the test day 12:00 P.M. - 4:30 P.M.

**Remarks:** *The original score report can be picked up within 90 days after the test date. After 90 days, test takers must request scores through the "Score Report Reprint" process.*

## Documents Required for Score Report & Score Report Reprint Pick-Up

For Self Pick-Up	<ol style="list-style-type: none"> <li>1. Original TOEIC Test Registration Form <u>or</u> Original Test Reprint Request Receipt Form (for reprints)</li> <li>2. Original Valid Thai National ID Card <u>or</u> Original Valid Thai Electronic Driver's License <u>or</u> Test Taker's Original Passport</li> </ol>
For Third Party Pick-Up	<ol style="list-style-type: none"> <li>1. Original TOEIC Test Registration Form <u>or</u> Original Test Reprint Request Receipt Form (for reprints)</li> <li>2. Test Taker's Original Valid Thai National ID Card, <u>or</u> Test Taker's Original Valid Thai Electronic Driver's License, <u>or</u> Test Taker's Original Valid Passport</li> <li>3. Designee's Original Valid Thai National ID Card, <u>or</u> Designee's Original Valid Thai Electronic Driver's License, <u>or</u> Designee's Original Valid Passport</li> </ol>

### Remarks:

- All submitted documents must be complete and undamaged with all information clearly legible and visible.
- Please note that CPA (Thailand) will NOT release score information over the telephone, by fax, by email, or via any other electronic method.
- Any documents that have been lost, misplaced, stolen, or are otherwise not available must be replaced with an official government report form (such as Police Report, Temporary Government Document Receipt).

## Score Report Reprints

Test Takers may request Official TOEIC® Score Reprints for tests taken within two (2) years of the request date. Score Report reprints are only provided for a specific test date. Please be prepared to identify the test date to be reprinted when asked. Score Report Reprints may only be requested in person at CPA Offices in Bangkok and Chiangmai during official working hours. Reprint Requests will NOT be accepted electronically, or over the telephone. The Reprint Fee is Baht 100 (Not including EMS delivery costs). Score Report Reprints can be picked up per the following schedule;

- For Requests made at the Bangkok test center (Mon-Sat), Score Report Reprints can be picked up 2 working days after requests are made.
- For Requests made at the Chiangmai test center (Mon-Fri), Score Report Reprints can be picked up 3 working days after requests are made.
- For Requests made at Chiangmai test center (Sat), Score Report Reprints can be picked up four (4) working days after requests are made.

## Documents Required for Score Report Reprint Requests

For Self Requests	<ul style="list-style-type: none"> <li>• Original Valid Thai National ID Card <u>or</u> Original Valid Thai Electronic Driver's License <u>or</u> Test Taker's Original Passport</li> </ul>
For Third Party Requests	<ol style="list-style-type: none"> <li>1. Test Taker's Original Valid Thai National ID Card, <u>or</u> Test Taker's Original Valid Thai Electronic Driver's License, <u>or</u> Test Taker's Original Valid Passport</li> <li>2. Designee's Original Valid Thai National ID Card, <u>or</u> Designee's Original Valid Thai Electronic Driver's License, <u>or</u> Designee's Original Valid Passport</li> <li>3. Test Taker's Name-Last Name in English as printed on the original Score Report along with either the original Score Report or test date for the requested score.</li> </ol>

### Remarks:

- For Organization-Affiliated tests, a letter of authorization from the sponsoring organization must be submitted along with all the above documents.
- All submitted documents must be complete and undamaged with all information clearly legible and visible.
- Any test taker who does not have the required documents will not be able to request or pick up the Score Reprint.

Other Test Products

Test	Test Fee	Score Pick-Up Bangkok Test Center	Score Pick-Up Chiangmai Test Center
Public L&R (Monthly)	2,000.00 Baht	5 working days after the test day	8 working days after the test day
Speaking Only	2,250.00 Baht	14 days after the test day	15 days after the test day
Speaking & Writing	3,500.00 Baht	14 days after the test day	15 days after the test day
TFI®	1,500.00Baht	7 days after the test day	10 days after the test day