



TARA PATTANA

INTERNATIONAL SCHOOL THAILAND

Exam Registration Form for Private (External) Candidates

Personal Information

Full Name (as on ID document)		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth E.g. 01/Jan/2010		ID Type	<input type="checkbox"/> National ID <input type="checkbox"/> Passport
ID / Passport Number		Kindly attach the ID document copy with this form.	
Present address (Mandatory)			
Telephone of candidate			
Telephone of bill payer			
Email of candidate			
Email of bill payer			

Examination Information

You must enter all syllabus codes and options codes you wish to register for the examination session (October / November 2024) in order to prevent any delays in the processing. It is the candidate's responsibility to enter the correct syllabus title, syllabus and option code. Tara Pattana International School will not be responsible if a candidate registers for incorrect subjects or options. The examinations entry details, codes and costs can be found at the end of this document.

	Syllabus Title & Exam board	Level	Syllabus Code	Option Code	First Time/Retake	Syllabus fee paid	Penalty fee paid (if applicable)
<i>e.g</i>	<i>Mathematics - Edexcel</i>	<i>IGCSE</i>	<i>4MA1</i>	<i>Higher</i>	<i>First time</i>	<i>8,400 THB</i>	<i>n/a</i>
1							
2							
3							
4							
5							
6							
7							
8							
9							
Total (syllabus and penalty fee to be paid)							



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TPIS Exam Centre - Private Candidate Terms & Conditions

As a private candidate, you take full responsibility for completing the exam application accurately, being aware of the conditions and fees, and exam regulations as provided to you. Tara Pattana International School cannot be held responsible for mistakes in the completion of your form, including syllabus codes and personal information. You **MUST** familiarise yourself with the rules of examinations and certification as issued by Cambridge and/or Edexcel. These are available on the exam boards' websites and will be sent with your Statement of Entry and timetable. You must also conduct yourself and dress in a way appropriate for a school setting. When communicating with staff members, including security and exam invigilators, you will be polite.

- 1. Data Protection:** The information on this form will be held both electronically and as a hard copy for the purposes of student account administration. Data will not be disclosed to any external parties other than exam boards for the purpose of exam administration.
- 2. Document checklist - To be included with your registration documents:** Photo ID (e.g. valid passport, ID card). You must bring your photo ID with you to any exams.
- 3. Exams and registration:** You are solely responsible for answering all questions in the application form honestly, completely and to the best of your knowledge and also for ensuring that any assumptions are correct. Failure to do so may lead to incorrect exam registrations and not being able to sit for exams. Tara Pattana International School cannot be held responsible for mistakes in the completion of the form.
- 4. Statements of results and certificates:** These must be collected and signed for by the candidate or another adult nominated by the bill payer. You are solely responsible to ensure that any exam you purchase meets your needs. TPIS is not responsible for your grades and marking as it only facilitate exams on behalf of exam boards.
- 5. Accuracy of Entry Codes:** It is vital that you provide clear, unambiguous information with regard to the exams you wish to be entered for. This means correct unit codes and (where relevant) option details. If you have previously sat exams at another centre and wish to carry forward (cash-in) previous results, you must provide the school with your previous Unique Identifier; this can be found on previous statements of results and certificates.
- 6. Access arrangements:** Prospective private candidates who are entitled to extra time in exams or supervised rest breaks must inform TPIS of this entitlement at the time of registration. Supporting documentation for additional time allowances is also required at this time. Special requirements and extra time requests must be approved by the exam boards. All candidates who require access arrangements must provide **ALL** (but not limited to) the following documents:
 - The most recent (no older than 3 years) Educational Psychologist's report for the candidate including results of all tests.



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- Examples of recent pieces of written work by the candidate, preferably in the subject(s) the candidate is seeking to take at TPIS as a private candidate. In addition, for Edexcel exams, to comply with Joint Council for Qualifications (JCQ) regulations, external candidates **MUST** attend TPIS to sit mock examinations or timed controlled assessments with the access arrangement in place in order that TPIS can confirm that the access arrangement remains appropriate.
- The JCQ Form 8 (all three sections: 1, 2 and 3) which must have been completed and signed by an appropriately qualified specialist assessor of special educational needs. Unsigned forms will not be accepted; an electronic signature is acceptable. You must also provide a copy of the qualification certificate of the assessor who signed the completed Form 8. TPIS also requires a completed and signed current JCQ Data Protection Notice.

As a private centre, TPIS has limited facilities for access arrangements and private candidates must pay for additional services.

Any requests for access arrangements linked to a medical condition must be supported by a valid, up-to-date consultant doctor's certificate or hospital letter which describes the circumstances in as much detail as possible, and makes clear how the examination performance will be affected by the medical condition and/or any side effects caused by drugs that have been prescribed. The evidence must come from a consultant specialist dealing in the particular medical field for which the access arrangement is being sought.

IMPORTANT: Under no circumstances will TPIS accept applications from potential private candidates who submit out-of-date and/or incomplete documentation, promising to rectify the situation at a later date. Likewise, no applications for access arrangements will be considered after the deadline shown in the sections on how to enter for AS/A level and GCSE/IGCSE exams. TPIS cannot guarantee that it will accept every application for potential private candidates requiring access arrangements. Our decision whether to accept a particular application is final and is non-negotiable.

- 7. Exam Fees:** Entries will not be made until the registration fee and exam fees have been paid in full.

When you register as a private candidate at TPIS, you will be entered for the correct exam in the name given in your proof of identity. The school undertakes to:

- Provide you with your Examination Statement of Entry;
- Provide you with a timetable;
- Resolve any timetable clashes provided that the clash is not due to an examination entry being made at a different examination centre;
- Send you any relevant pre-release material at the earliest possible opportunity;
- Organise all your exams efficiently;
- Ensure that all exams are run in accordance with exam board regulations by trained invigilators;



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- Ensure that all your scripts are sent to the exam boards by secure delivery methods;
- Provide you with your result(s) on the relevant day(s), as well as information on post-results services;
- Provide you with any post-results services you may request once these have been paid for.

8. Refunds and cancellations: Cancellation requests must be sent to TPIS Exam Officer: abourke@tpis.ac.th. No refunds will be issued for applications submitted after the entry deadline. Where government public health guidance leads to changes in the registered exams, refunds will not be available, but TPIS will use reasonable endeavours to consider all other alternatives for the candidate. Refunds will NOT be issued in the event of cancellation or failure to turn up for the exam at the correct time under any circumstances. In the event of exceptional circumstances - for example - a period in hospital which prevents the candidate from taking an exam - the entry will be deferred to a future examination session, which takes place no more than one year after the exam which was booked at the time the entries were registered and paid for. In the event that a candidate wishes to delay an exam beyond this period, then any future exam entries must be paid for at the rate applicable at that time.

9. Statement of Entry: When your registration and payment is processed, a Statement of Entry will be emailed to you and the bill-payer's addresses. You must check the Statement of Entry carefully for any errors and notify TPIS Exam Officer as soon as possible (within 3 days of issue) so that the issue can be resolved with the exam board(s).

10. Clashes between examinations: Clashes in exams taking place solely at TPIS will be resolved by the Exams Officer. If there are two exams at the same time on the same day, you will take one exam after the other, with a short break between them. During this break, you must remain under full centre supervision and if this is one-to-one supervision a charge will be made at the time of processing payment. If a candidate is taking other exams at other venues that clash with the exam(s) a candidate wishes to take at TPIS that candidate should not apply to TPIS as we will not accept the application. If a candidate registers with TPIS as a private candidate and withholds information from us about examination entries elsewhere which cause a clash, there will be no refund of entry fees from TPIS if the candidate is unable to arrive at TPIS on time for exams. It is the responsibility of any prospective candidate to ascertain the dates of any other exams and check that they do not clash with the proposed exams at TPIS before applying to us. A candidate who arrives late from an exam at TPIS due to a clash with another exam will not be guaranteed to be allowed the full time of the exam and - depending on how late the candidate arrives - risks being marked absent on the official exam attendance register and not being allowed into the exam room at all. There will be no refund of exam entry fees in such an event.



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11. Exam Regulations: On the exam day, you must arrive on at least 20 minutes before the scheduled start time. You must bring your photo ID. You must bring the correct stationery required to complete your exams. No other items are allowed into the exam room including bags, mobile phones, headphones, Airpods, earphones/earbuds, any wifi-enabled electronic devices or a watch. No food or drink - other than water in clear plastic bottles with no labels or markings - is permitted in the exam room.

TPIS reserves the right to evict a candidate from an exam in the event of breaches to exam board regulations, or for any act that disrupts other candidates or staff. Eviction will also apply where a candidate is caught writing on tables or damaging fixtures and furnishings.

12. Results Day & Certificates: Certificates must be collected in person by the candidate or another person who has written consent from the candidate to collect the certificate on the candidate's behalf. Photo ID and a signature confirming the certificate has been received will also be required.

13. Courtesy: Most students who apply to be private candidates are friendly and polite. On very rare occasions, we encounter people (in person or on the telephone) who fall short of accepted standards. All applicants should be aware that no centre is obliged to take on a private candidate and that exam boards will not intervene if a centre refuses to accept an individual as a private candidate. As with all other exam centres, TPIS reserves the right to refuse to accept a prospective private candidate and it is not obliged to give a reason if we decide not to accept the application. TPIS's decision whether or not to accept an application from a private candidate is final and non-negotiable.

Prospective private candidates and a parent / guardian will be asked to read and understand the above Terms and Conditions before payment is accepted and entries are registered.

I have read and understood the Term and Conditions

Candidate signature		Date	
Parent/Guardian signature		Date	



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Exam fees and subject codes

October 2024 - May 2025

(Normal fees for entry made before deadline)

Registration fee	600 Thai baht per application
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IGCSE exam fees - Cambridge	Per Subject (Baht)
Accounting (0452), Additional Mathematics (0606), Arabic First Language (0508), Business Studies (0450), Chinese First Language (0509), Computer Science (0478), Economics (0455), English First Language (0500), English - Literature in English (0475), French First Language (0510), German First Language (0505), Hindi as a Second Language (0549), Islamiyat (0493), Latin (0480), Malay First Language (0696), Marine Science (0697), Mathematics - without coursework (0580), Mathematics - Additional (0606), Pakistan Studies (0448), Religious Studies (0490), Sanskrit (0499), Setswana - First Language (0698), Sociology (0495), Spanish - Literature - no coursework (0488), Thai - First Language (0518), Travel & Tourism (0471), Turkish - First Language (0513), Urdu as a Second Language (0539)	8,400
Biology (0610), Chemistry (0620), Environmental Management (0680), Geography (0460), History (0470), Mathematics - International (0607), Physical Science (0652), Physics (0625), Science - Combined (0653), Swahili - no speaking (0262), Travel and Tourism (0471)	8,878
Science - Coordinated (Double Award (0654)	12,075
English as an Additional Language (0472)	12,075
English as a Second Language (Count-in Speaking) (0511)	12,075
English as a Second Language (Oral Endorsement) (0510)	12,075
Chinese as a Second Language (0523)	12,075
Mandarin Chinese (0547)	12,075

AS / A Level exam fees - Cambridge		Baht
CIE	AS or A2 (2 components each)	9,476 per subject
CIE	AS (3 components)	11,025 per subject
CIE	A2 (2 components)	9,476 per subject
CIE	Full A Level (4 components)	18,952 per subject
CIE	Full A Level (5 components)	20,500 per subject



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IGCSE exam fees - Edexcel - Modular (Exams taken over two years)	Per Unit (Baht)
Accounting (4XAC1), Commerce (4XCM1), Economics (4XEC1), English Language A - (4XEA1) English Literature (4XET1), Geography (4XGE1), History (4XHI1), Religious Studies (4XRS1),	4,200

IGCSE exam fees - Edexcel - Linear (All units taken in the same exam session)	Per Subject (Baht)
Accounting (4AC1), Arabic - First Language (4AA1), Bangla (4BA0), Bangladesh Studies (4BN1), Biology (4BI1), Business (4BS1), Chemistry (4CH1), Commerce (4CM1), Economics (4EC1), English as an Additional Language ((0472), English Language A (4EA1), English Language B (4EB1), English Literature (4ET1), Further Pure Mathematics (4PM1), Geography (4GE1), Global Citizenship (4GL1), Greek - First Language (4GK1), History (4HI1), Human Biology (4HB1), Islamic Studies (4IS1), Mathematics A (4MA1), Mathematics B (4MB1), Pakistan Studies (4PA1), Physics (4PH1), Religious Studies (4RS1), Sinhala - no speaking endorsement (4SI1), Swahili - no speaking endorsement(4SW1)	8,400
Science - Single Award (4SS0)	8,904
Science - Double Award (4SD0)	11,570
English as a Second Language (4ES2)	12,075
Chinese (4CN1)	12,075

AS / A Level exam fees - Edexcel		Baht
Edexcel	4-unit subject	5,786 per unit
Edexcel	6-unit subject	4,788 per unit

Pearson Edexcel ONLY: Each cash-in code is 500 baht, but this will may be more if applied during late entry periods.

Individual invigilation - 450 baht per 15 minutes, or part thereof, in addition to normal syllabus fee

Late entry / amendment fees: Up to double the normal entry fee charged by exam boards.
For modular exams this is charged per unit / component.

Refund policy

Registration and entry fees cannot be refunded or transferred to another session.

Please direct enquiries to examinationsofficer@tpis.ac.th