

International Exams Centre



What we offer

- ✓ *Individual service and advice from our experienced Exams Department*
- ✓ *Advice from academic school staff*
- ✓ *Exam results on the day of issue*
- ✓ *A dedicated floor of our School Library for examinations*
- ✓ *Specialised facilities for practical examinations (e.g. Art, ICT and Languages)*
- ✓ *Entry and results counselling*

Subjects and levels available

- **Cambridge International Examinations (CIE)**

IGCSE and GCE A Level

Most subjects can be taken even if we have no Harrow candidates – please contact us.

- **Edexcel Examinations**

IGCSE, GCSE and GCE A Level

Most subjects can be taken even if we have no Harrow candidates – please contact us.

- **AQA Examinations**

GCSE and GCE A Level

AQA no longer allow entries from external candidates.

- **Cambridge ESOL (English for Speakers of Other Languages) Exams**

Young Learners English (YLE), Key English Test (KET), Preliminary English Test (PET) and First Certificate in English (FCE). **We conduct these examinations once a year in May/June for our own Harrow students and Saturday School students only. We do not offer Cambridge ESOL examinations for external candidates for any qualification including A1 UK visa requirement**

- **SAT Reasoning and Subject Tests (Hosted at Harrow)**

Standardised test for college admissions in the United States. **All entries payments and results details are directly with College Board.** The SAT Test is administered by www.collegeboard.org both for entries and payment. We cannot make or change any test entries.

For more detailed information, visit the relevant exam board website;

www.cie.org.uk, www.edexcel.com, www.aqa.org.uk, www.collegeboard.com

www.harrowschool.ac.th, examinations@harrowschool.ac.th, 02 503 7222 ext 1150

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Who can take the exams?

Harrow International School will accept any candidate who wishes to take any of the exams above and has studied the syllabus. **You do not need to be a Harrow student.** All examinations are conducted in English so candidates must have a good understanding of written and spoken English. Please telephone or email us if you would like to discuss what is best for you.

Dress code

Please remember that if you are an external candidate you coming to Harrow as a guest. Dress for all exams must be formal: school uniform, trousers and a shirt with a collar for boys and appropriate formal wear for ladies. Casual wear, such as T shirts, shorts (unless part of school uniform) and flip flops are not permitted. If you are not dressed appropriately you will not be permitted to sit the exam.

Exam times and dates

IGCSE/GCSE and A-Level exams can be sat in November, January and May depending upon the exam board and subject. We will put timetables on the Harrow International School website for each exam session. The exact exam times at Harrow are different to those on the exam board websites because we are in Thailand. Exams cannot finish earlier or later than that timetabled, unless you have exams scheduled for the same time and date; all clashes can be accommodated. **If you have a clash please contact us so that we can organise this with allowable changes in timings.** Please note that you may need to stay at Harrow in quarantine until the correct exam time. You cannot sit your exam on a different day to the one on the timetable. Amendments to the timetable are sometimes necessary so **always** refer to the website for the latest version.

Results and certificates

Results are made available directly with the online services of each exam board, wherever possible. For external candidates we will contact you directly if online services are not available.

Exam series	Original Statement of Results available for your collection	Original Certificate available for your collection
January	First week of March onwards	1 st June onwards
October/November	Mid January onwards	1 st April onwards
May/June	Mid August onwards	1 st November onwards

Call and check they have arrived before coming to collect. You are required to sign to confirm that you have received the original statement of results and certificate.

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Exam entry dates

Exam series	October/November 2016 : First time entries (CIE only)
Submission of application form	1st July – 5th August (normal fee charge)
Entry deadline	Friday 5th August 2016, 4 pm
Late entry dates & Surcharge	6 th August – 23 rd September : Surcharge 3,000 baht/subject
Very late entry dates & Surcharge	24 th September – 30 th September : Surcharge 5,000 baht/subject
Exam series	October/November 2016 : Re-sit entries (from May/June 2016) (CIE only)
Submission of application form	1st July – 2nd September (normal fee charge)
Entry deadline	Friday 2nd September 2016, 4 pm
Late entry dates & Surcharge	3 rd September – 23 rd September : Surcharge 3,000 baht/subject
Very late entry dates & Surcharge	24 th September – 30 th September : Surcharge 5,000 baht/subject
Exam series	January 2017 (Edexcel only)
Submission of application form	1st September – 14th October (normal fee charge)
Entry deadline	Friday 14th October 2016, 4 pm
Late entry dates & Surcharge	15 th October – 14 th November Surcharge 3,000 baht/subject - IGCSE Surcharge 3,000 baht/unit - IAL
Very late entry dates & Surcharge	15 th November – 30 th November Surcharge 5,000 baht/subject - IGCSE Surcharge 5,000 baht/unit - IAL
Exam series	May/June 2017
Submission of application form	1st November 2016 – 10th February 2017 (normal fee charge)
Entry deadline	Friday 10th February 2017, 4 pm
Late entry dates & Surcharge	11 th February – 10 th March 2017 Surcharge 3,000 baht/subject - CIE IGCSE, CIE GCE and Edexcel IGCSE Surcharge 3,000 baht/unit - Edexcel GCE and IAL
Very late entry dates & Surcharge	11 th March – 24 th March 2017 Surcharge 5,000 baht/subject - CIE IGCSE, CIE GCE and Edexcel IGCSE Surcharge 5,000 baht/unit - Edexcel GCE and IAL

Please note that no entry will be made until we have received a scanned copy of bank transfer payment.

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Exam fees

The following exam fees are for October/November 2016, January 2017 and May/June 2017

IGCSE/GCE	Registration fee	500 baht per application	
IGCSE Entry Charge (Normal fee for entry made before deadline)			Per Subject (Baht)
IGCSE / CIE:	Accounting (0452)	Economics (0455)	6,400
	Additional Mathematics (0606)	First Language Thai (0518)	
	Business Studies (0450)	Literature English (0486)	
	First Language English - no oral (0500)	Mathematics - without coursework (0580)	
IGCSE / CIE:	Biology (0610)	Geography (0460)	7,100
	Chemistry (0620)	History (0470)	
	Combined Science (0653)	Physics (0625)	
	Environmental Management (0680)	Travel and Tourism(0471)	
IGCSE / CIE:	English as a Second Language with oral (0510) Co-ordinated Sciences (0654) ICT (0417)		9,600
IGCSE / CIE:	Art and Design (0400) Foreign Languages (subject to availability)		11,000
IGCSE / Edexcel:	Commerce (4CM0) Economics (4ECO)		6,400
IGCSE / Edexcel:	Mathematics (4MA0)		7,100
IGCSE / Edexcel:	Further Pure Mathematics (4PM0)	Physics (4PH0)	8,100
	Biology (4BIO)	Psychology (2PS0)	
	Chemistry (4CHO)		

GCE A level Entry Charge (Normal fee for entry made before deadline)		(Baht)
CIE	AS or A2 Level	11,500 per subject
CIE	AS and A2	16,500 per subject
Edexcel	A level	5,000 per unit
Edexcel	AS Level (All 3 AS units in one sitting)	12,000 per subject
Edexcel	A Level (All 6 A level units in one sitting)	24,000 per subject

SAT Reasoning and Subject Tests - Refer to www.collegeboard.com

How to register

For subject availability, first please check the exam timetable on Harrow website then fill in the application form and send it back as an attachment on **PDF** format. Scan your ID card or passport photo page and a current passport size photograph and email to examinations@harrowschool.ac.th.

You must inform us if your telephone number or email changes.

www.harrowschool.ac.th, examinations@harrowschool.ac.th, 02 503 7222 ext 1150

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How to pay

Preferred payment is by ATM transfer or by bank transfer. Please scan the pay-in slip and email to examinations@harrowschool.ac.th . **When you make a payment please quote your candidate name (and existing Harrow exam number if previously registered) as a reference so we can track the payment.**

Bank Name	Thanachart Bank Public Company Limited
Branch	The Avenue Chaengwattana
Address	M Building, The Avenue Chaengwattana, 104/10 Moo1, Chaengwattana Rd., Thung Song Hong, Lak Si, Bangkok 10210 THAILAND
Swift Code	THBKTHBK
Account Name	Harrow Asia Limited
Saving Account	073-6-01690-5

Refund policy

Registration fees cannot be refunded or transferred to another session.

It is the responsibility of the candidate to check all details are correct on your Statement of Entry and that you notify us of any errors immediately within one week of receiving your Statement of Entry. Failure to do so will result in extra charges being incurred to make amendments (approximately B 5,000).

Harrow International School and the Examining Boards take all reasonable steps to provide continuity of service. 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.

Exam Board Regulations and Procedures for Attending Examinations

You must read and comply with the rules and regulations from the Exam Boards, the candidate dress code and the procedures for visiting Harrow which can be viewed on the school website, Exam Centre section. **Failure to comply with these may well result in dismissal or exclusion.**

Disclaimer

Harrow International School and the Examining Boards take all reasonable steps to provide continuity of service. 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.

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NOTES FOR HARROW AND EXTERNAL CANDIDATES SITTING INTERNATIONAL EXAMINATIONS

1. Make sure you check your statements of entries very carefully. If there are errors on your personal details, or entry differences, or if you are in any doubt please contact Exams Office.
2. Check the updated examination timetable very carefully. Make sure all your exams have been included and check that there are no clashes. If you have a clash, notify us immediately. The timetable is posted on the Harrow School website: www.harrowschool.ac.th and any further changes will be placed there.
3. Read your copies of the exam regulations so you know what is expected. The regulations can be found on Exam Centre section of Harrow website They are also posted outside the library and inside the examination room. Please make sure you have looked at it and are familiar with the requirements.
4. NO MOBILE PHONES, IPODS, Iwatches or other electrical devices. If you bring them with you they must be turned off and handed in before entering the exam room. You may well be disqualified from the examination if you have any such items on your person.
5. Make sure you have no examination notes with you in the exam room as this would lead to disqualification.
6. Make sure you know your examination number. This number remains the same throughout all the examinations you enter through Harrow. You also need it in order to collect your statement of entries, statement of results, certificates and to quote it whenever contacting Harrow Exams Centre.
7. Check the notice board outside the library before every exam to check your seat number. Any late changes will be posted on this noticeboard.
8. Give yourself plenty of travel time to get to school and be here at least half an hour before the start of each exam. You **MUST** be outside the library to register 15minutes before the scheduled start of the examination.
9. If you are delayed or ill you must phone 02-5037222 ext. 1150
10. If you are ill and cannot sit an exam, or are ill and it is likely to affect your performance, you must get a doctor's note to submit to the examination board.
11. You must have your ID or passport with you for every examination and place it on your exam desk next to your seat number.
12. Equipment. **YOU ARE RESPONSIBLE FOR BRINGING WITH YOU ALL THE EQUIPMENT YOU NEED FOR EVERY EXAMINATION. ONLY BLACK PENS ARE PERMITTED– NO OTHER COLOUR IS ALLOWED**
You will need extra pens, pencils, eraser, ruler, pair of compasses, protractor, a set square and a calculator. Only see through pencil cases are allowed with you. All drink containers must be clear, see through and have no labels. Calculator case are also not allowed in the exam room.
13. Calculators are allowed in all examinations unless it is stated that they must not be used. Please check that it is working. If in any doubt about the battery replace it with a new one.
14. Do not rely on the spare equipment we have as this is very limited and is for emergency use only!
15. If you are in quarantine you must remain with the invigilator until you are instructed that you can go.
16. Water is available in the exam room on request.

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17. Please make sure you go the toilet before each exam. In an emergency you can be accompanied to the toilet by an invigilator but do try to avoid this.
18. Please remember that if you are an external candidate you coming to Harrow as a guest. Dress for all exams must be formal: school uniform, trousers and a shirt with a collar for boys and appropriate formal wear for ladies. Casual wear, such as T shirts, shorts (unless part of school uniform) and flip flops are not permitted. If you are not dressed appropriately you will not be permitted to sit the exam.
19. With the varying number of people using the exam room the temperature is difficult to control. You are advised to bring a sweater or jumper in case you are cold.
20. If you have any doubts or questions about the examinations please contact Exams Office.

David Eastgate

31/05/16