

## Diagram for External Candidates

### Steps

1	Candidate access Harrow International School Bangkok website and read the document titled ' <b>Information for registration 2017-2018</b> ' in the <i>Exams Centre</i> area. This is located in the top right-hand corner of the website.
2	Candidate checks the <b>examinations timetable</b> on Harrow International School Bangkok website for exams availability.
3	Candidate downloads and completes the application form and consent form <b>and</b> attaches a scanned ID card or passport photo page.
4	Candidate sends the completed form in <b>PDF format</b> to Harrow Examinations Centre at <a href="mailto:examinations@harrowschool.ac.th">examinations@harrowschool.ac.th</a> .
5	Harrow Examinations Centre sends the confirmation of exam fees to the candidate.
6	Candidate makes payment via ATM transfer or bank transfer to Harrow Bangkok's bank account (Thanachart Bank) and sends a copy of their transfer slip to Harrow Examinations Centre.
7	Harrow Examinations Centre sends Statement of Entry to the candidate to check that all details are correct. If there are errors, the candidate must inform Harrow Examinations Centre <b>within one week</b> of receiving the document.
8	Candidate must ensure they visit the Harrow Examinations Centre website regularly to check for changes or updates in the exam timetable.
9	On the day of their exam, the candidate <b>must</b> bring an ID card or a passport as proof of identity along with the correct stationery required for the exam.
10	To collect results and certificates, the candidate must present an ID card or a passport to allow them to sign and confirm they have received their documents.  Please check the results release dates within this <i>Information for Registration</i> document.

## INFORMATION FOR REGISTRATION



### Levels available

- **Cambridge International** (formerly known as CIE or Cambridge International Examinations)  
**IGCSE and GCE A Level**

Exams can be arranged for most subjects even if we have no Harrow candidates. Please contact us.

- **Edexcel Examinations**  
**IGCSE, GCSE and GCE A Level**

Exams can be arranged for most subjects even if we have no Harrow Bangkok candidates. Please contact us.

- **AQA Examinations**  
**GCSE and GCE A Level**

AQA no longer allows 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 Bangkok students and Saturday School students only. We do not offer Cambridge ESOL examinations for external candidates for any qualification including AI UK visa requirement.**

- **SAT Reasoning and Subject Tests (Hosted by Harrow Bangkok)**

SAT is the Standardised test for college admissions in the United States. The test is administered by **College Board**. We cannot make or change any test entries. **Please contact College Board directly at [www.collegeboard.org](http://www.collegeboard.org) for all entries, payments and results.**

For more detailed information, visit the relevant exam board website;  
[www.cie.org.uk](http://www.cie.org.uk), [www.edexcel.com](http://www.edexcel.com), [www.aqa.org.uk](http://www.aqa.org.uk), [www.collegeboard.org](http://www.collegeboard.org)

[www.harrowschool.ac.th](http://www.harrowschool.ac.th), [examinations@harrowschool.ac.th](mailto:examinations@harrowschool.ac.th), 02 503 7222 ext 1150

## Who can take the exams?

Harrow International School Bangkok 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 Bangkok 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.

## How to register

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

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

## 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 Bangkok website for each exam session. The exact exam times at Harrow Bangkok 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 Bangkok 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.

## Dress code

Please remember that if you are an external candidate you are coming to Harrow Bangkok 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 fees and subject codes

### October/November 2017, January 2018 and May/June 2018 Examinations

IGCSE/GCE	Registration fee	500 baht per application
<b>IGCSE Entry Charge (Normal fee for entry made before deadline)</b>		<b>Per Subject (Baht)</b>
IGCSE / CIE	Accounting (0452)	Literature English (0486)
	Additional Mathematics (0606)	Sociology (0495)
	Business Studies (0450)	First Language English - no oral (0500)
	Computer Science (0478)	
	Economics (0455)	Mathematics - without coursework (0580)
	First Language Thai (0518)	
IGCSE / CIE	Biology (0610)	Geography (0460)
	Chemistry (0620)	History (0470)
	Combined Science (0653)	Physics (0625)
	Environmental Management (0680)	Travel and Tourism(0471)
	Cambridge International Maths (0607)	
IGCSE / CIE	Co-ordinated Sciences (0654)	9,700
	English as a Second Language with oral (0510)	
	ICT (0417)	
IGCSE / CIE	Art and Design (0400) Foreign Languages (subject to availability)	11,500
IGCSE / Edexcel	Business Studies (4BS0)	English Language B (4EB0)
	Commerce (4CM0)	English Literature (4ET0)
	Economics (4EC0)	
IGCSE / Edexcel	Mathematics (4MA0)	7,200
IGCSE / Edexcel	Further Pure Mathematics (4PM0)	Physics (4PH0)
	Biology (4BI0)	Psychology (2PS0)
	Chemistry (4CH0)	History (4HI0)
	English Language A (4EA0)	
IGCSE / Edexcel	Science Double Award (4SC0)	9,700

<b>GCE A Level Entry Charge (Normal fee for entry made before deadline)</b>		<b>(Baht)</b>
CIE	AS or A2 Level	12,000 per subject
CIE	AS and A2	17,000 per subject
Edexcel	A Level (except WMA01)	5,500 per unit
	Except for WMA01(C12) and WMA02(C34)	11,000 per unit
Edexcel	AS Level (All 3 AS units in one sitting)	12,500 per subject
Edexcel	A Level (All 6 A level units in one sitting)	24,500 per subject

SAT Reasoning and Subject Tests - Refer to [www.collegeboard.com](http://www.collegeboard.com)

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

## Administration dates and deadlines

Exam series	<b>CIE - October/November 2017: First-time entries</b>
Submission of application form	<b>1<sup>st</sup> July – 9<sup>th</sup> August, 12 pm (normal fee charge)</b>
Payment must be made by	<b>9<sup>th</sup> August, 4 pm (normal fee charge)</b>
Late entry & Surcharge	10 <sup>th</sup> August – 15 <sup>th</sup> September: Surcharge 3,000 baht/subject
Very late entry & Surcharge	16 <sup>th</sup> September – 30 <sup>th</sup> September: Surcharge 5,000 baht/subject
Exam series	<b>CIE - October/November 2017: Re-sit entries (from May/June 2017)</b>
Submission of application form	<b>1<sup>st</sup> July – 8<sup>th</sup> September, 12 pm (normal fee charge)</b>
Payment must be made by	<b>8<sup>th</sup> September, 4 pm (normal fee charge)</b>
Late entry & Surcharge	9 <sup>th</sup> September – 15 <sup>th</sup> September: Surcharge 3,000 baht/subject
Very late entry & Surcharge	16 <sup>th</sup> September – 29 <sup>th</sup> September: Surcharge 5,000 baht/subject
Exam series	<b>Edexcel – October/November 2017: IAL entries</b>
Submission of application form	<b>1<sup>st</sup> July – 25<sup>th</sup> August, 12 pm (normal fee charge)</b>
Payment must be made by	<b>25<sup>th</sup> August, 4 pm (normal fee charge)</b>
Late entry & Surcharge	26 <sup>th</sup> August – 31 <sup>st</sup> August: Surcharge 3,000 baht/unit
Very late entry & Surcharge	1 <sup>st</sup> September – 29 <sup>th</sup> September: Surcharge 5,000 baht/unit
Exam series	<b>Edexcel - January 2018</b>
Submission of application form	<b>1<sup>st</sup> September – 12<sup>th</sup> October, 12 pm (normal fee charge)</b>
Payment must be made by	<b>12<sup>th</sup> October, 4 pm (normal fee charge)</b>
Late entry & Surcharge	13 <sup>th</sup> October – 10 <sup>th</sup> November Surcharge 3,000 baht/subject - IGCSE Surcharge 3,000 baht/unit - IAL
Very late entry & Surcharge	11 <sup>th</sup> November – 30 <sup>th</sup> November Surcharge 5,000 baht/subject - IGCSE Surcharge 5,000 baht/unit - IAL
Exam series	<b>CIE and Edexcel - May/June 2018</b>
Submission of application form	<b>1<sup>st</sup> November – 31<sup>st</sup> January, 12 pm (normal fee charge)</b>
Payment must be made by	<b>31<sup>st</sup> January, 4 pm (normal fee charge)</b>
Late entry & Surcharge	1 <sup>st</sup> February – 16 <sup>th</sup> February 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	17 <sup>th</sup> February – 2 <sup>nd</sup> March 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 your bank transfer payment.**

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

## How to pay

Preferred payment is by ATM transfer or by bank transfer. Please scan the transfer slip and email to [examinations@harrowschool.ac.th](mailto:examinations@harrowschool.ac.th) **When you make a payment please quote your candidate name (and existing Harrow Bangkok 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 Moo 1, Chaengwattana Rd., Thung Song Hong, Lak Si, Bangkok 10210 THAILAND
Swift Code	THBKTHBK
Account Name	Harrow Asia Limited
Saving Account	<b>073-6-01690-5</b>

## 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 5,000 baht).

Harrow International School Bangkok 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.

## 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 <sup>st</sup> June onwards
October/November	Mid-January onwards	1 <sup>st</sup> April onwards
May/June	Mid-August onwards	1 <sup>st</sup> November onwards

Call and check if they have arrived before coming to collect. You are required to present your ID card or passport and sign to confirm that you have received the original statement of results and certificate.

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## Exam board regulations and procedures for attending examinations

You must read and comply with the rules and regulations from the Examining Boards, the candidate dress code and the procedures for visiting Harrow Bangkok which can be viewed on the school website, Exams Centre section.

**Failure to comply with these may well result in dismissal or exclusion.**

## Disclaimer

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## Notes for Harrow Bangkok and external candidates sitting international examinations

1. Make sure you check your statements of entries very carefully. If there are errors in your personal details, or entry differences, or if you are in any doubt please contact the Exams Office.
2. Check the updated examinations 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 Bangkok website: [www.harrowschool.ac.th](http://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 the Exams Centre section of the Harrow Bangkok 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 are allowed in the exam room. 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 Bangkok. You also need it in order to collect your statement of entries, statement of results, certificates and to quote it whenever contacting Harrow Examinations 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.

[www.harrowschool.ac.th](http://www.harrowschool.ac.th), [examinations@harrowschool.ac.th](mailto:examinations@harrowschool.ac.th), 02 503 7222 ext 1150

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 and have no labels. Calculator cases 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.
17. Please make sure you go to 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 coming to Harrow Bangkok 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 the Harrow Examinations Office.