

**YOUR INSTITUTION'S REQUIREMENTS**

- Contact your university/school/institution to obtain approval to take examinations at the British Council in Japan
- Complete any documentation and settle any payment that are required by institution

**ENQUIRY**

By email: [Exams@britishcouncil.or.jp](mailto:Exams@britishcouncil.or.jp)  
Website: [www.britishcouncil.org/japan](http://www.britishcouncil.org/japan)

**APPLICATION and PAYMENT**

- Contact the British Council in Japan to ask for our Terms and Conditions.
- Fill in the examination application form. Contact details of the university/professional institution should be included in the application form.
- Submit the form by email to [exams@britishcouncil.or.jp](mailto:exams@britishcouncil.or.jp) together with a proof of payment

**EXAM CONFIRMATION**

- The British Council will liaise with the university/school/professional institution to finalise examination details: examination date, time, and relevant exam administration issues.
- The British Council will contact the candidate to confirm the exam date, time, and venue.

**DAY OF THE EXAM**

- Report at least twenty minutes before the examination start time
- Bring your valid original government-issued photo identity card or passport, and university/professional institution student card (if instructed by the university/professional institution).
- Examination answer booklets will be provided. Candidates must bring their own stationery.
- Candidates may bring in necessary stationery to the examination room. Candidates may not bring any materials except those specifically stated by the institution. We do not prepare any materials on behalf of examinations boards

**NOTIFICATION OF EXAMINATION RESULTS**

- Results will be released by the awarding body directly to candidates.

Disclaimer: The British Council and the examining boards take all reasonable steps to provide continuity of service. We feel sure you will understand, however, that 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. The British Council's liability will be limited to the refund of the administrative/paper fees or retesting on a later date.