

For candidates under the age of 18, this form must be signed by their legal parent/guardian/carer.

Section 1. Venue and Timings

Test venue address:

British Council | 1-2 Kagurazaka | Shinjuku-ku | Tokyo | 162-0825 | Japan
Telephone: +81 (0) 3-3235-8031

Timings:

Examinations start **either at 10:00 OR at 14:00 (JPN local time)**, **Monday to Friday, except on weekends, British and Japanese national holidays, unless decided by the examinations body, Cambridge Assessment International Education.** Candidates must arrive at least 20 minutes prior to the examination actual start time for bag storage, identity verification and examination announcement.

Section 2. Test Centre Fees Per Candidate

• Purpose of the Fees

- Examination board fees for Cambridge Assessment International Education
- Receipt and storage of examination paper
- Arrangement for room hire and setup
- Invigilator's and invigilation fees
- Candidate coordination and examination administration
- Courier charges for returning answer scripts to the university/institution

N.B. Only paper-based exams can be administered.

Additional charges may be incurred for off-site examination hall hire (at cost price).

Subjects and course options available and pricing are subject to change without prior notice.

We can only register your examination entries once full payment has been confirmed and all sections of this document have been signed and returned to us.

To secure your exam booking, full payment must be made by BANK TRANSFER to the following account **within the next five working days.**

Local bank account details:

Citibank, N.A.
Yamabuki Branch
Current Account (Toza)
No. 9036054
BRITISH COUNCIL

Reminder when transferring money:

1. Please type your name as the payer's name when transferring money via ATM. (Please inform us if the payer's name is different from the candidate's name.)
2. Please note that you are responsible for all bank charges.

*If you are **paying from overseas**, please contact us for our international bank account details.

*This document and your original bank transfer slip is your receipt and proof of payment, a separate receipt will not be issued.

Section 3. Cancellation and local fee refunds policy

Candidates are expected to notify any cancellation to the British Council, Japan in writing as soon as possible.

Claims for a refund of the local fee will only be accepted if:

- a. you cancel your exam(s) ten working days before the exam date by e-mail **OR**
- b. if the examination board rejects the candidate's examination application

***Cancellation fee JPY16,200** will be charged.

**Please note that bank transfer charge will be deducted from the total amount of refund.

Section 4. Agreement

Please complete and return the below form [within the next five working days to: exams@britishcouncil.or.jp](mailto:exams@britishcouncil.or.jp)

I hereby certify that I have fully understood the British Council's terms and conditions for administration of examinations and agree to be bound by them.

It is my sole responsibility to ensure that I am registering to take the correct examination(s) as required by my school/university/institution and that I am fully aware of all the rules, regulations and, terms and conditions of the examining body.

Your name (please print):	
Name of your institution/ exam board:	Cambridge Assessment International Education
Your phone number:	
Your email address:	
Your current address:	
Date:	
Handwritten signature: (by a legal parent/guardian/carer if the candidate is below the age of 18)	
Are you under the age of 18?	Yes / No If yes, you must complete section 6 of this document

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 at a later date.

You are advised **NOT** to bring any unnecessary baggage or any valuables to the test venue as the British Council will not be responsible for any loss or damages.

Section 5. Examination registration form for International AS and A Levels / IGCSEs

IMPORTANT: The below examination entry can only be processed and submitted to the examinations board after we have confirmed receipt of the **full payment** and **all sections of this document completed by the deadline.**

Late entry fees apply to late applications and amendments o syllabus entries and/or options that are received after the standard fee period.

Surname	
Other Names	
Title (Please circle)	Mr Mrs Miss Ms Dr Other (please specify) _____
Date of Birth	
Address	
Contact phone number	
E-mail	
Is English your first language?	Yes No

Subject Name	Syllabus	Option

Legal parent/guardian/carer signature: _____

Date: _____

**Section 6. Child Safe Collection Consent Form
(only for candidates who are below the age of 18)**

Child's name:		
Child's date of birth:		
Date(s) of exam(s): (Please list all the exam dates)		
Collection arrangements: (Please sign and complete the corresponding section below)	Option 1) I consent for my child (aged 11 years or older) to leave the exam premises unaccompanied,	<input type="checkbox"/>
	or	
	Option 2) I do not consent for my child to leave exam premises unaccompanied and choose for them to be collected by the designated person/people identified in the table below.	<input type="checkbox"/>

The British Council believes that the care, protection and welfare of children are paramount and that all children have the right to be protected from harm. This includes our commitment to effective child protection systems and ensuring children are safely collected from exam premises. Please read this information carefully before you complete and sign this consent form. If you do not complete this form, you will not be able to complete the registration and your child will not be able to take the test. We recommend that you keep a copy of this form for your records.

Who is this form for?

This form is to be completed by the parent/carer of any child taking a British Council test. It provides the British Council with information about who will be collecting the child after the test or provides confirmation that the child is permitted to leave exam premises unaccompanied.

Child Safe Collection Policy

The following applies to all British Council exam operations:

- A child is defined as any person **who has not reached their 18th birthday**.
- Children aged **10 years and under** are not permitted to leave exam premises unaccompanied. They must be collected by the parent/carer named on this form or by a person for whom the parent/carer has provided details.
- Children aged **11 years or older** are only permitted to leave exam premises alone once parental/carer consent has been given in writing via the completion of this form.
- The person identified to collect the child must be age **14 years** or older.
- Any subsequent change to the person who comes to collect the child must be authorised in writing by the parent/carer.

Complete this part if you have chosen Option 1 - Consent for children aged 11 years or older to leave exams premises unaccompanied:

I (your name) _____ hereby give permission to allow (child's full name) _____ to leave exam's premises unaccompanied at the end of each examination session.

In case of emergency, please contact (insert name of emergency contact) _____ on (insert telephone number) _____.

Legal parent/guardian/carer signature (full name): _____

Date: _____

Complete this part if you have chosen **Option 2 - Consent for children to be collected by the designated person/people identified in the table below:**

Please note children aged **10 years and under** are not permitted to leave exam premises alone and the completion of the information below is **mandatory**.

Legal parents/guardians/carers of children **aged 11 years or older** who wish for the child not to leave exam premises alone must complete the information below identifying who is authorised to collect the child.

When the child is collected by the person/people listed 1identification must be presented to confirm identify. Acceptable forms of identification are: drivers licence, passport, identification card, residence card, birth certificate.

Last Name	First Name (s)	Relationship to the child (i.e. parent, carer, uncle, etc.,)

I (your name) _____ hereby confirm that the person/people listed are authorised to collect (child's full name) _____ at the end of each examination session.

In case of emergency, please contact (insert name of emergency contact) _____ on (insert telephone number) _____.

I certify that the above named person/people are aged **14 years** or older.

Legal parent/guardian/carer signature (full name): _____

Date: _____

Privacy around how we use your data

The British Council respects and protects the privacy of people who use our registration systems. The information you provide when registering will not be used for any marketing purposes and will not be shared with any third parties.