Examinations Services
Academic Examinations
Registration Process

ENQUIRY

- By email: Exams@britishcouncil.or.jp
- Website: www.britishcouncil.org/japan

YOUR INSTITUTION'S REQUIREMENTS

- Contact your university / school / institution to obtain approval to take examinations at British Council Japan.
- Complete any documentation and settle any payment your institution requires

PREPARATION AND PAYMENT

- Contact British Council Japan to ask for our Terms and Conditions.
- Read through our Terms and Conditions and be aware of the payment terms. After signing it, please send it to British Council Japan.
- Let us know who will be liable for the local fee. If you are responsible for the fee, arrange the payment approximately 2 weeks prior to the test date. If the fee is met by the institution, British Council will issue an invoice after the examination.

CONFIRMATION

- An e-mail confirmation with test details will be sent, by either British Council or the institution, when a suitable date and time has agreed between British Council Japan and your institution.
- Contact us if you have not received the email confirmation 5 working days before the test date.

DAY OF THE EXAM

- Report to Examination Centre in British Council fifteen minutes before the start of the exam.
- You must bring your identity card or passport and university/professional institution student card (if instructed by the university/professional institution).
- Exam answer booklets will be provided. Candidate must bring his/her own stationery.
- You may bring in necessary stationery to the examination room. You may not bring any materials except those specifically stated by the institution. We do not prepare any materials on behalf of your exams.

STATEMENT OF EXAMINATION RESULTS

- Results will be released by the university directly to candidates.

The united Kingdom's International organisation for educational opportunities and cultural relations. We are registered in England as charity.