

Testing Institute Student Confirmation Booking Form

Please return this form to: exam@britishcouncil.org.au

THIS FORM IS TO BE COMPLETED BY THE AWARDING BODY ONLY

Institution Name:	Courier address for returning examination materials:
Contact Name:	
Contact Tel:	
Fax No:	
Email:	

Examination Details

Student Name	Module Code	Module Title	Date of Exam (Monday – Friday ONLY)	Proposed Australian Local Start Time	Start time	Finish Time
				9.30am OR 1.30pm		
				9.30am OR 1.30pm		
				9.30am OR 1.30pm		
				9.30am OR 1.30pm		
				9.30am OR 1.30pm		

AM exam session starts at 0930 - PM exam session starts at 1430.

Normal working hours: 9:00-17:00 local time, Monday-Friday. We are closed on public holidays

<p>Is this examination: <input type="checkbox"/> Paper based <input type="checkbox"/> Computer based</p> <p>How materials will be sent to the British Council Australia : <input type="checkbox"/> Courier <input type="checkbox"/> Email</p> <p>Procedures for holding this ‘off site’ exam should be sent with the materials</p> <p><i>Please read the important note regarding despatching test papers at the end of this form.</i></p>
<p>How materials should be returned to you: <input type="checkbox"/> Courier <input type="checkbox"/> Email</p> <p><i>Please make sure to complete the above Courier address box</i></p>
<p>Frequency of returning exam materials to you:</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> At the end of all examinations</p> <p><input type="checkbox"/> Other: _____</p>
<p>Who will pay for the local service fee and courier charges</p> <p><input type="checkbox"/> Institute <input type="checkbox"/> Student</p>

Please provide student(s) contact information.

Student Name:	Student Number:	Local Contact Tel:	Student Email:
Does this student require special arrangements? If so please detail			
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Does this student require special arrangements? If so please detail			

Important Notes: (to be completed by the Testing Institute)

I confirm that the above candidate is approved to sit their examination at the British Council in Australia

Name: _____ Signature: _____

Institution's official stamp

CONTACT DETAILS FOR BRITISH COUNCIL IN AUSTRALIA

Contact Name: **Exams Team**
Postal Address: **British Council in Australia, Room 13.10, Level 13, 60 Margaret Street, Sydney, NSW 2000 Australia**
Courier Address: **Same as above**
Telephone Number: **+61 (0) 416 373 600**
Email Address: exam@britishcouncil.org.au

IMPORTANT NOTE (please read it carefully):

1. It takes about **10 - 14 working days** for courier deliveries from the UK, so please send the packages at least 10 -14 working days before the first exam day.
2. Please mark the package as "Educational Materials" instead of "exam materials" to speed up the delivery and for additional security measures.
3. If the exam materials are not received before the exam date, we will send you an email asking for electronic copies of the test papers.