

Taiwan Examination Pricing Policy 2018

Exam Type: Distribution Exams

The current fee structure for administering and invigilating academic and professional examinations at the British Council Taipei is as follows:

Rates for Individual Candidate (if applicable)

1. Administration Fee per candidate per awarding body: NTD 1,200

This fee covers every administrative tasks leading up to and following the actual examination. It is charged per person and covers all exam papers taken with one awarding body by that person within one-month time period.

2. Invigilation Fee per paper: NTD 2,000

This fee covers the cost of invigilation staff and the use of our on-site venue. It is charged per paper of up to **three hours** in length.

A reduced fee of **NTD 1,600** per paper applies to an individual who takes four or more papers within a one month time period.

3. Surcharge

The British Council will charge an additional fee of NTD 500 per hour for exams held outside of our normal office hours (Normal Office Hours is from Monday to Friday, 10:00 to 18:00).

4. Test Venue Rental Fee: NTD 500 per person per 4 hours

This fee covers the cost of test venue rental fee. It is charged per person of up to four hours length.

5. Return Courier Fee: NTD 700

This fee covers the cost of returning the paper by courier, i.e. UPS. The fee may increase depending on the return policy of the university.

6. Equipment Rental Fee: NTD 1,000

This fee covers the cost of renting a laptop, a headphone (if applicable), and internet. Other equipment requirements are based on request

Rates for Institutions

Number of candidates within a one-month period	Administration Fee (per candidate) NTD	Invigilation Fee (per paper per candidate) NTD
1-5	1,200	2,000
6-15	1,200	1,800
16-30	1,200	1,500
31-50	1,200	1,300
51+	1,200	1,000

The British Council will charge the institution the cost of returning the paper(s) by courier.

If a larger off-site venue is required, the British Council will charge an additional amount to cover the cost.

Payment

Individual candidates who are responsible for their own local examination fees must pay the local fee in full within one week after receiving the email confirmation letter from the British Council. If the email confirmation letter is received less than a week before the first examination day, candidates can either pay in full immediately, or one day before their first examination. Payment methods are by credit card or transmittance at banks.

The British Council will issue an invoice to institutions who are responsible for the local examination fees on completion of the examinations. The fee quoted will be Pounds Sterling using the British Council Taipei exchange rate on the date of the last examination paper.

Refund and Cancellation

- Candidates may cancel the bookings five working days prior to the exam and receive a 50% of the local test fee refund. A written cancellation application is required.
- For cancellation within five working days prior to the examination or for cancellation due to absence, there will be no test fee refund.
- Sufficient evidence or explanation must be given at least five working days before the test for cancellation. This evidence can be either in Chinese or English. Evidence can be a medical report or accident report, etc., which should be issued by authorized bodies. The report should include both the signatures of doctors/professionals and stamps of the institutions, and indicate that the situation stops the candidate from taking the exam on the scheduled date.

Changes in Test Dates

The British Council Examinations Centre reserves the right to cancel or postpone the test date due to natural disaster, war or any other reasons beyond our control.