

英國劍橋大學考試院入學測驗部

Cambridge Assessment Admissions Testing

線上報名系統操作說明

**Registration Process**

March 2021

## 步驟一 – 線上註冊帳號

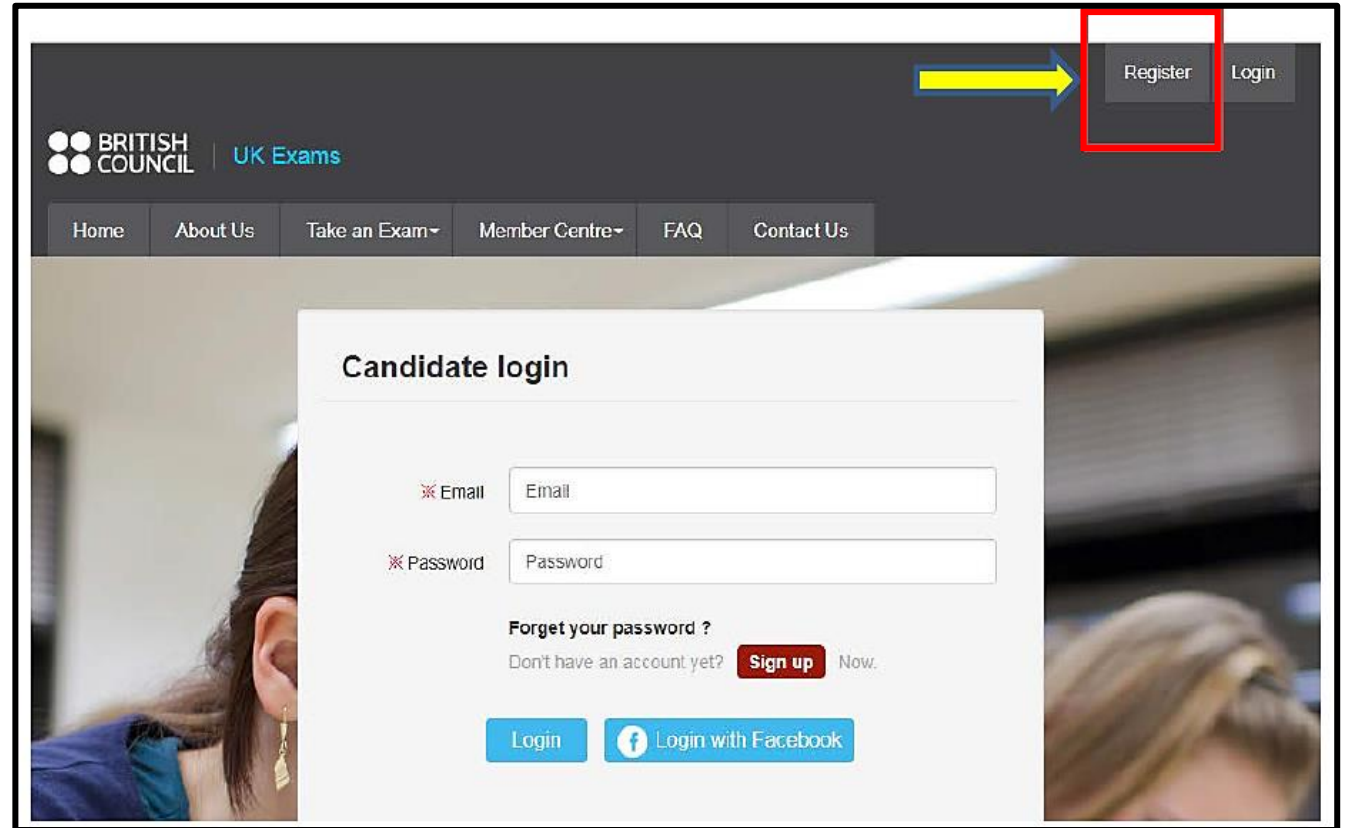
# Step 1 – Register your account online

請進入報名網站

<https://www.examsregistration.org.tw/>  
並點選「註冊」按鈕完成帳號註冊手續。

Please visit the registration website

<https://www.examsregistration.org.tw/>  
and click 'Register' to register your account.



## 步驟二 – 選擇考試項目

### Step 2 – Select the exam category

請選取「Cambridge Assessment Admissions Tests」及測驗科目。

Please select 'Cambridge Assessment Admissions Tests' and 'subjects you would like to register for'.

The screenshot shows the 'Apply an exam' page on the British Council UK Exams website. The page features a navigation menu with 'Home', 'About Us', 'Take an Exam', 'Member Centre', 'FAQ', and 'Contact Us'. Below the navigation is a progress bar with six steps: 1. Choose an exam center and product (highlighted in blue), 2. Submit application information, 3. Application verified, 4. Under review, 5. Payment confirmed, and 6. Application successful. The main form area contains two dropdown menus: 'Exam category' with 'Cambridge Assessment Admissions Tests' selected, and 'Exam product' with 'SELECT' selected. A blue 'Next' button is positioned below the dropdowns.

## 步驟三 – 填寫報名表

# Step 3 – Fill in the application form

請下載測驗報名表，填寫完畢後以PDF檔案格式上傳。

Please download the registration form and upload it in PDF format.

### Apply an exam

- 1 Choose an exam center and product
- 2 **Submit application information**
- 3 Application verified
- 4 Under review
- 5 Payment confirmed
- 6 Application successful

If you have the following file, please upload it

No file chosen

1. Please upload a docx/doc/pdf document not larger than 10MB, containing a completed registration form and ID card(passport or ID)
2. The uploaded format of the registration form should be an WORD/PDF file

**Cambridge test registration form ( STEP )**

## 步驟四 – 審核報名表

# Step 4 – Review the application form

本會收到您的報名資料後，將會需要**三個工作天**進行資料核對。

After receiving your application, we will need **THREE working days** for review.

**Declaration**

1. I understand that the personal data on this Request Form is collected for the purposes of the Academic/Profession exam.
2. I affirm that all the information I provided in this Request Form is true and accurate to the best of my knowledge.
3. I am aware of all local fee payment terms.
4. I understand that the British Council reserves the right to cancel or postpone the test date due to natural disaster, war or other reasons beyond their control.

I have read the exam registration agreement

Prev **Submit**

## 步驟四 – 審核報名表

# Step 4 – Review the application form

若您有任何問題，可以通過「諮詢」服務與我們聯繫，我們會盡快回覆您。

If you have any questions, you can contact us through 'inquiry', and we will reply you as soon as possible.

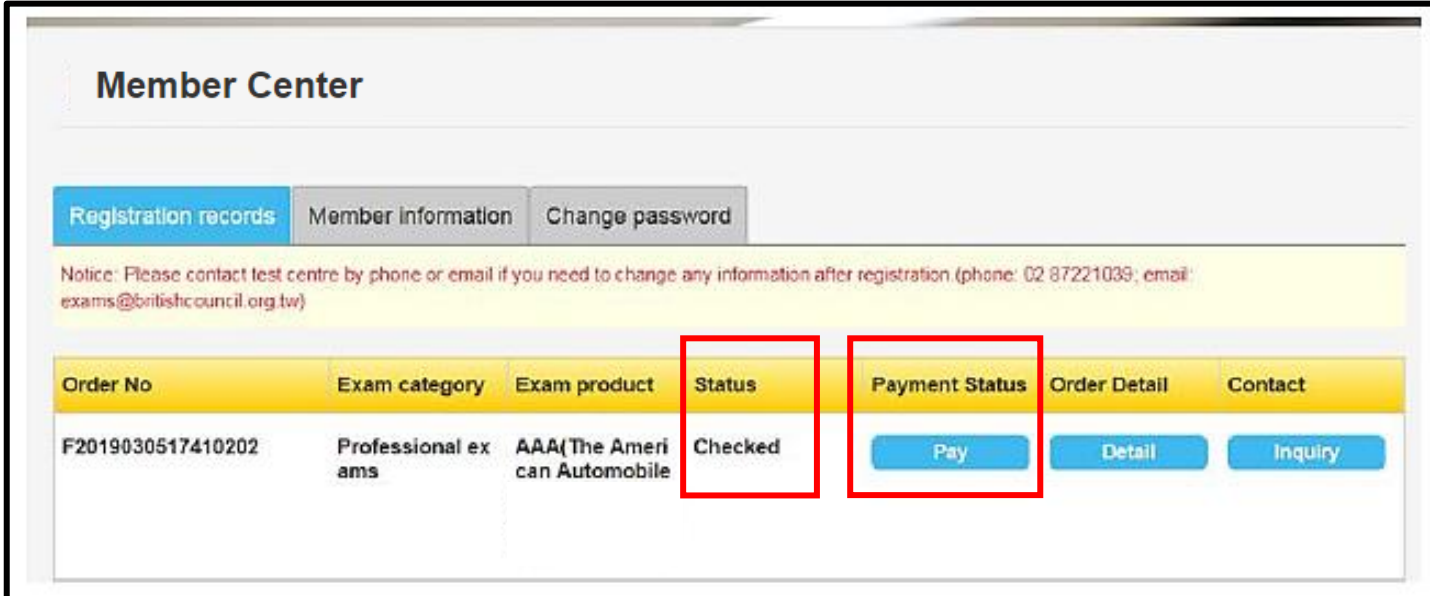
Order No	Exam category	Exam product	Status	Payment Status	Order Detail	Contact
F2019030517162177	School Exams	Ukiset	Not Check	No	<a href="#">Detail</a>	<a href="#">Inquiry</a>

## 步驟五 – 繳納測驗費用

### Step 5 – Make payments

測驗報名表審核通過後，您可以看到系統上「狀態」欄位顯示為「通過」。請點選「付款」進行繳費。

After your application is confirmed, the 'Status' column will show as 'Checked'. Please click 'Pay' to make the payment.



**Member Center**

Registration records | Member information | Change password

Notice: Please contact test centre by phone or email if you need to change any information after registration (phone: 02 87221039; email: exams@britishcouncil.org.tw)

Order No	Exam category	Exam product	Status	Payment Status	Order Detail	Contact
F2019030517410202	Professional exams	AAA(The American Automobile	Checked	<a href="#">Pay</a>	<a href="#">Detail</a>	<a href="#">Inquiry</a>

## 步驟五 – 繳納測驗費用

### Step 5 – Make payments

目前本會接受以下4種付款方式：

- 國際信用卡 ( Master Card/Visa )
- 中國銀聯卡
- 7-11統一超商iBon
- 便利商店 ( 3個工作日後入帳 )

There are 4 payment methods as follows:

- Credit/Debit Cards (Master Card/Visa)
- UnionPay
- 7-11 iBon
- Convenience Stores (Please note: 3 working days required)

#### Payment Amount

※ Payment Amount **4400元**

個人用二聯式紙本

※ Invoice Information  我同意辦理退貨時，由本公司代為處理電子發票及銷貨退回證明單，以加速退貨退款作業。依統一發票使用辦法規定：個人(二聯式)發票一經開立，無法更改或改開公司戶(三聯式)發票。[財政部電子發票流程說明](#)

※ please select payment type

 Pay by Credit Card	 UnionPay cards
 711-iBon	 convenience store



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## 步驟六 – 確認完成報名

### Step 6 – Registrations completed

確認付款成功後，本會將為您安排指定測驗場次，而系統將自動發送電子郵件通知您付款成功。

安排完成後，系統將發送測驗報名完成確認函至您登記的電子郵件信箱，信件內容包含考場地點及考試時間等相關資訊，請務必詳細閱讀信函內容。

After receiving your full payment, we will make arrangements for your examinations, and the payment completion letter will be sent to your mailbox.

The confirmation letter (including exam dates, times and venue information etc.) will be sent to you when the scheduling is completed. Your exam registration has completed successfully.