

It is the test taker's responsibility to read, understand and comply with the instructions and requirements.

Test Day Procedures

All Test takers must arrive at the test site **one (1) hour before the scheduled test time** in order to complete the Health Screening and Test Registration process.

Document Requirements

Identification requirements are strictly enforced. It is the test taker's responsibility to read and understand the instructions and requirements. Test takers who arrive at the designated test room without all required documentation will NOT be allowed to test. All submitted documents must be complete and undamaged with all information clearly legible and visible. All test takers must use the exact same name and information that appears on each of the identification documents required for each Test Taker category.

On the test day, test takers must submit all following required documents before proceeding.

1. Original Identification Documents required;

1.1 For Thai National Test Takers

1.1.1 Original...

- valid National I.D. card **or**
- Smart Card Driver's License **or**
- valid Passport **and**

1.1.2 Original Valid Student ID. Card **or** Original Valid Employee Card

1.2 For Foreign National Test Takers

1.2.1 Original Valid Passport **PLUS**

1.2.2 Additional Documents:

For Foreign Test Takers **working in Thailand:**

- Original Valid Employee Card **or**
- Original Valid documentation to prove current employment at the organization with original stamp and signature issued by the responsible person issued within thirty (30) days before the test date. **and**
- Original Thai Valid Work Permit (Blue book) **or**
- Original Thai Valid E-Work Permit (Card) **or**
- Thai Valid Digital Work Permit* (Mobile Application)

****NOTE: For Valid Digital Thai Work Permits, Foreign National Test Takers must complete all the following steps:***

- Show their digital work permit **using the official mobile application** at the Check-In counter on the test date.
- Submit a signed **printed hard copy** of both sides of the digital work permit from the official mobile application.
- Submit an original certified letter from the employer (corresponding to the organization named on the digital work permit) with original stamp and signature issued by the responsible person issued within thirty (30) days before the test date.

For Foreign Test Takers studying in Thailand:

- Original Valid full-time student ID **or**
 - Original Valid documentation to prove current attendance at a Thai Ministry of Education Certified Secondary level or University level institute as a Full-Time Student with original stamp and signature issued by the responsible person issued within thirty (30) days before the test date.
2. Test takers who have metallic implants or require the use of medical devices of any kind during the test **must** submit...
 - Original or Certified copy of the Medical Certificate with an original stamp from hospitals recognized by the Ministry of Public Health (excluding Clinics) to certify the necessity of using such implants or medical devices of any kind during the test. Such certificates must have been issued within one (1) year before the test date.
 3. Test takers who pay by Coupon, must print out the coupon and submit it before the test.

Test Rules

1. All Test rules and regulations must be respected and strictly followed.
2. Must cooperate with CPA (Thailand) Measures to Contain the Spread of Coronavirus Disease 2019 (COVID-19); undergo health screening, bring and wear face masks at all times.
3. All required documents listed will be checked and verified during Check-in and Registration and throughout the test session.
4. No electronic devices of any kind including items such as mobile phones, listening devices, recording or photographic equipment, remote controls, calculators, USB, flash drives, electronic car keys, SIM cards or any kind of watches are allowed in the test room.
5. No personal belongings such as briefcases, backpacks, pocket books, wrist watches, medicine, keys, documents, or stationery of any kind are allowed in the test room.
6. Test takers will have seats assigned by test room proctors.
7. No test taker will be admitted after test materials have been distributed.
8. Test takers may not mark or underline words in the test book or make notes in the test book or on the answer sheet.
9. Test takers will not be allowed to leave the test room at any time without permission from the Senior Proctor and will be required to remain at the assigned seat in the test room until the end of the test.
10. Test takers must focus on their own Test Books and Answer Sheets. Penalties issued from attempts to give or receive unauthorized assistance of any kind, before or during the test administration, may result in dismissal from the test room, or invalidation of the test taker's test results. Fees for Answer Sheets that are not scored due to a violation of test room policies are not refunded. Test takers may be banned from future testing if such violations are determined to have occurred.
11. CPA (Thailand) has the full authority to interview and validate the score before releasing Score Reports.

Remarks:

- *At the discretion of the test room proctors, test takers may be requested to remove specific items not listed before being allowed into the test room.*
- *Test takers who fail to follow test center policies or proctor instructions may be refused entry into the test room. Tests may be canceled and test fees will NOT be refunded.*
- *CPA (Thailand) reserves the right to take all action – including but not limited to, barring the test taker from future testing and/or canceling scores due to failure to comply with test administration regulations or directions. Should tests be canceled, scores will not be reported and test fees will not be refunded.*

Failure of any examinee to abide by these policies and procedures may result in the examinee being refused entry into the test room, or the test result not being scored.