

# Rules & Regulations for CU-TEP applicants

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## Part 1: Regulations for Test Admission

1. The dress code for test candidates is smart casual. (No jeans, leggings, tights, short skirts, shorts, sandals, flip flops, sportswear). Candidates who are not dressed appropriately will not be allowed to take the test.
2. Test candidates who are drunk, smell of alcohol or appear otherwise intoxicated will not be permitted to take the test.
3. Test candidates must bring either their national ID card (for Thai candidates) or a valid passport (in the case of foreign nationals) also identify to the test center official before passing the test room. The documents must not have expired and be the original document, not a photocopy. The full name and ID number of the passport or ID card must match those on the application form, and the passport/ID card must include a recent, identifiable photograph.  
(If a candidate has legally changed his/her name since applying for the test, they have to provide official evidence of such a change.)
4. Test candidates who do not have a seat number will not be admitted to take the exam.
5. Applicants must arrive on time. Latecomers will not be absolutely allowed to enter the exam room after the doors have been closed.

Round	Doors open:	Doors close:	Test begins:
1 <sup>st</sup>	08:15 am	08:55 am	09:00 am
2 <sup>nd</sup>	12:45 pm	01:25 pm	01:30 pm

## Part 2: Items Admitted into the Exam Room

1. Test candidates are only allowed to bring a small purse or wallet into the exam room, which must be sealed in a ziploc bag (15 x 20 cm.) and placed under the chair.
2. Writing utensils or other stationary is not allowed in the exam room except for the allowed test. All necessary stationary for the test is provided by the test center and placed on the table.
3. All other personal belongings or electronic devices (including mobile phones, calculators, watches, cameras, key ring, sacred object, paper, document etc.) are not allowed in the exam room. Candidates found to have brought such items into the exam room will terminate the test. Announcement by the Chulalongkorn University Academic Testing Center regarding the sanctions against exam fraud and violators of exam regulation will be applied.

There is no safe deposit facility at the test center, and the test center cannot be held responsible for any lost, stolen or misplaced personal items.

## Part 3: Exam Room Regulations Prior to the Test

1. Upon entering the exam room, candidates have to sit in their assigned seat number labeled with their full name, test ID & ID card or passport number. Candidates are not allowed to walk about the room or talk to other test takers.
2. Test candidates have to place their ID card/passport on the table, ready for examination by a test center official during the registration process. If there is any discrepancy in the (English) spelling of the name or the ID number between the ID document and the registration details of a candidate, the candidate has to leave the exam room and contact the test administration center.

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## Part 4: Exam Room Regulations During the Test

1. Test takers are not allowed to open or examine the test paper before being given permission to do so. Once the test administrator has given their permission, candidates may open the test paper.
2. The answer sheets are being machine-read, and therefore incorrect marking of the answer sheet can affect the test result. Candidates must use black pencil grade 2B at least and fill the answer circle completely. To correct a mistake, use the eraser provided to fully clear the circle that had been marked in error. Do not use colored pencils or pens.  
If revision, the answer will be entirely clean. If candidates do not follow these instructions, the test center cannot be held responsible for the outcome of the machine-reading of the answer sheet.
3. Test candidates who are found sitting in the wrong seat after the exam has started will be guilty of cheating and will have to stop taking the exam immediately.
4. Do not write, draw, or make any other notations on the answer sheet. Any such acts will be considered cheating.
5. Do not attempt to cheat in any other way. If there is any suspicion of fraud, test administrators are entitled to conduct a body search.
6. Test candidates are not allowed to use the toilet during these times:
  - listening exam – between the doors being closed at the start of the listening exam and the end of the listening exam;
  - other exam parts – during the first 10 and the last 10 minutes of each exam part.

If a test candidate wishes to use the toilet, he/she should raise their hand to request permission, and the exam administrator will consider circumstances allowing, grant permission.

7. Test candidates are not allowed to leave the exam room before the end of the exam unless they have been given explicit permission to do so.

## Part 5: Exam Room Regulations at the End of the Exam

1. When the test administrator announces the end of the exam, candidates have to immediately stop marking their answer sheet. Non-compliance will be considered as an attempt to cheat.
2. Test candidates are not allowed to leave the exam room until all the answer sheets, test booklets and other test materials have been collected, and the test administrator has given them permission to leave the room.
3. It is forbidden to take answer sheets or test booklets out of the exam room. Any such attempt will be considered cheating.

Candidates must strictly comply with the above regulations. Anyone who violates them will not have their exam paper marked and/or may be prohibited from taking any exams at the test center for two years, as well as face legal proceedings.