

## APTIS, FORWARD THINKING ENGLISH LEARNING REGISTRATION FORM

**Instructions:**

1. Please **ensure name is spelt correctly** as it will be printed on the Aptis Candidate Report which will be sent to your organisation.
2. Please **ensure all fields are completed** as incomplete forms may delay the registration process. Please insert "N.A." or TICK, where appropriate.
3. All Terms and Conditions on the overleaf must be complied with.

1. PERSONAL PARTICULARS					
Full Name (first name, last name):	[ Mr / Ms / Mrs / Mdm / Dr ] * Circle where appropriate				
Nationality:					
Identification Passport No:	or				
Date of Birth:		Gender:	Male / Female		
Mobile No.:		Tel (Home):			
Email Address:					
2. TEST DETAILS					
Test Package:	4 skills package (Grammar & Vocabulary + Listening, Reading, Writing, Speaking) <b>Board code: APTISP</b>		Test Fee:	S\$95.00 <b>Session code: 1</b>	
Test taken for:	Land Surveyor Board		Test Date:		
3. For Official Use					
Administrator's Initial		Sequence No.:		Receipt No.:	

**DECLARATION**

I/We declare that the information given by me in this form is correct. I/We understand that failure to complete the test components, absenteeism, any wilful breach of terms and conditions as stipulated in registration form or wrongful declaration on my part will render this application null and void and I/We will be liable to pay the full test fee.

Should the test-taker be under the age of 18, a signature of a parent/legal guardian is required as a consent for the named test-taker to take the Aptis test.

 \_\_\_\_\_  
 Signature of Applicant

 \_\_\_\_\_  
 Date

Please Turn Over

## **Terms and Conditions**

All registrations are governed by the following terms and conditions. By submitting your registration form, you agree that you have read, understood, agreed and accepted all the terms and conditions stipulated herein.

### **1. Participation**

1.1 Registration is open to all Singaporeans, Singaporean PR and foreigners. Registrations may be made on this official prescribed form.

1.2 Completed forms *together with full payment* must be received by our office before test commences. A written confirmation regarding the details of your registration will be sent to you within one working day after receipt of your registration form.

1.3 If you have special needs and require special conditions, please let us know as soon as possible, in some cases up to two weeks prior to the test. You should also provide medical note as each condition is separately considered.

### **2. Attendance/Withdrawal**

If you are not able to take the test due to medical reasons, you can transfer to the next session or require 75% return of the full amount by applying medical note no later than 5 days after the test date.

### **3. Test Result**

Your organisation will receive a report of your results sent by the British Council. The grades for each skill are in form of numbers and grades, expressed according to the Common European Framework. Information about the results cannot be given by phone or e-mail.

If the result does not meet your expectations or needs, you can take the test again by registering for one of the scheduled dates.

### **4. Payment**

Payment for test fees must be made in full prior to the commencement of the test. Payment may be made by:

- Cash, NETS, VISA, MasterCard at our Napier Road office during office hours between 10.00am to 6.30pm, Mondays to Fridays OR between 8.30am to 4.00pm on Saturdays. Our Exams Customer Service counter is closed on Sundays.
- Cheque payable to *British Council (Singapore) Limited*.

### **5. Amendments, Cancellations and Modifications**

The management reserves the right to amend, cancel, modify or withdraw any tests offered without assigning any reasons whatsoever. Such option shall be exercised by the management giving notice to participant by phone, letters, mail or electronic communications at the last known address kept with the Company or at such other address as participant shall designate in writing. On the giving of such notice, participant will have the option to register for an alternative date or have the fees paid refunded in full.

### **6. General Conduct**

Participants are expected to be considerate and observe the best conduct in British Council test venue. Smoking and eating are strictly prohibited. The management reserves the right to request any participants to leave the test venue should he/she be found guilty of misconduct.

### **7. Dress Code**

Participants are advised to dress appropriately when taking the test. For your comfort, you are advised to bring a sweater/jacket when you come for the test. The management reserves the right to refuse admission to any participants who are not properly attired. Please check with our office when in doubt.

### **8. Disclaimer, Indemnity and Liability**

British Council (Singapore) Limited, its management and/or employees cannot be held liable for any loss, damage, bodily injury and/or liability sustained by any participant nor expenses incurred by any of the participants and their organisations arising directly or indirectly from the modification, alteration, cancellation or termination of any of its courses/modules other than the refund of the fees applicable.

### **9. Confidentiality**

British Council (Singapore) Limited is committed to maintaining the confidentiality of the customer's personal information and undertakes not to divulge any of our customer's personal information to any third party without the prior consent of the customer. British Council (Singapore) will use the information that you are providing for processing your request in Singapore. We may want to use your information to send you details of our activities, services and events which you might find of interest. We may also contact you to seek your feedback on our services and for market analysis.

Our Privacy Policy can be found at <http://www.britishcouncil.org/home-privacy-policy.htm>

### **10. British Council (Singapore) Limited Data Protection Act**

Your privacy is important to British Council (Singapore) Limited. British Council (Singapore) Limited is committed to preserving the confidentiality of our customers' personal information and undertakes not to divulge any of the customers' personal information to any third party without the prior consent of the customer. Our privacy policy can be found on our website. Under the terms of the United Kingdom's Data Protection Act, 1988, British Council (Singapore) Limited is required by law to manage any personal data given securely.

Under the UK Data Protection law and the Singapore Data Protection Act you have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccurate information. If you want to find out more about this please contact your local British Council office.

### **11. Accuracy of Information**

If any of your contact details change, please inform our Customer Service Staff. Should we need to contact you urgently, we would prefer to do so by phone or email.

### **12. Your Feedback**

We always welcome your feedback. If you would like to make a suggestion or have a compliment, please fill in a suggestion form available at reception and drop it in the box provided. If you leave your name and contact number we will get back to you within a week. Alternatively, you can also send your feedback to via email at [sgexamteam@britishcouncil.org.sg](mailto:sgexamteam@britishcouncil.org.sg). We will get back to you within three working days.