

APTIS TEST REGISTRATION FORM

Instructions:

- Please **ensure name is spelt correctly** as it will be printed on the Aptis Candidate Report which will be sent to your organisation.
- Please **ensure all fields are completed** as incomplete forms may delay the registration process. Please insert "N.A." or circle, where appropriate.
- Registration closing date: **At least three (3) working days before the test date**
- All Terms and Conditions in the overleaf must be agreed and complied with.

1. PERSONAL PARTICULARS					
First Name			Salutation (Circle where appropriate) Mr Ms Mrs Mdm Dr Others: _____		
Last Name					
Nationality					
Identification or Passport No.					
Date of Birth (DD/MM/YYYY)			Gender (Circle where appropriate)	Male / Female	
Mobile No.			Tel (Home)		
2. TEST DETAILS					
Year 2020 Test Dates (Tuesdays)	March 31th April 28th May 26th June 30th July 28th		August 25th September 9th October 27th November 17th December 1st		Preferred Date of Test (subject to availability)
					First choice: _____ Second choice: _____
Test Package	Aptis General 4 Skills Package (Grammar & Vocabulary + Listening, Reading, Writing, Speaking) Board code: APTISP		Test Time	2.00pm (Please arrive at least 30 minutes before the test time)	
			Test Duration	Approx. 2-3 hours	
			Test Venue	Level 3, British Council 30 Napier Road, Singapore 258509.	
Test Taken for (Please provide the organisation name)	Land Surveyor Board		Test Fee (including 7% GST)	S\$90.00 Session Code: 03	
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

 Name & Signature of Parent/Guardian
 (if applicable)

 Date

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 or MasterCard at our office during office hours:

Mondays to Fridays: 10.00am to 6.00pm
Saturday: 8.30am to 4.30pm

We are closed on Sundays and public holidays.

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, 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. Data Protection and Privacy

British Council will use the information that you are providing in connection with your registration. British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. 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 inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.

For detailed information, please refer to the privacy section of our website, www.britishcouncil.org/privacy or contact your local British Council office. We will keep your information in line with our retention policies from the time of collection.

10. British Council Child Protection Policy

The British Council takes child protection seriously and we aim to provide a safe environment for your child to study in. Please read the following statements below to acknowledge our child protection policy.

- I understand that children between 4 and 10 years old should not be left unsupervised in the centre before or after tests.
- My child is between 4 and 10 years old and will be collected by a designated person who is 14 years or older.
- My child is above 10 years old and I hereby give my consent for them to leave British Council on their own.

Name of person responsible for collecting the child (if different from parent/guardian):

Contact no. of person responsible for collecting the child (if different from parent/guardian):

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 us using the online enquiry form on our website: www.britishcouncil.org.sg/contact. We will get back to you within three working days.