

Center for Professional Assessment (Thailand)

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**Letter of Understanding
between the
Center for Professional Assessment (Thailand)
and
Chiangrai Vocational College
for a program of on-going TOEIC Testing Services**

The following is a working Letter of Understanding for the implementation of TOEIC Testing Services with the Chiangrai Vocational College. This is not a contract, and the conditions stated herein may not be all inclusive.

Test of English for International Communication (TOEIC)

The TOEIC is a proficiency test which reliably measures the Passive Skills of Listening and Reading across a wide range, from those with little to no formal exposure to the English language to those who can perform at what is referred to as professional proficiency level. As a proficiency test, the TOEIC measures how well someone can use what they know, rather than what they know.

Where and How?

The Center for Professional Assessment (Thailand) maintains in-house testing facilities both in the Bangkok and Chiangmai offices. In Bangkok the TOEIC in-house testing facility accommodates up to 180 examinees; the Chiangmai in-house testing facility accommodates up to 24 examinees.

The Center for Professional Assessment (Thailand) also conducts site administrations for organizations wishing to conduct separate TOEIC test administrations either at their premises, or at specially arranged sites such as hotel function rooms, or external training centers. Tests can be administered in any location in Bangkok, Chiangmai, or in any other province in Thailand.

Minimums

For test administrations within the immediate Bangkok or Chiangmai areas the minimum group size for test administrations at a client site is 15 examinees, unless otherwise arranged. For test administrations of fewer than 15 examinees however, there will be a minimum charge equal to the cost for 15 examinees. These minimums apply to each individual test administration, and are not to be considered daily minimums. There is no limit with regard to the maximum group size, provided that adequate testing rooms can be found which allow a space of 1.5 meters in between each examinee.

For test administrations outside of the immediate Bangkok or Chiangmai areas the minimum group size for test administrations at a client site is 25 examinees, unless otherwise arranged. For test administrations of fewer than 25 examinees however, there will be a minimum charge equal to the cost for 25 examinees. These minimums apply to each individual test administration, and are not to be considered daily minimums. There is no limit with regard to the maximum group size, provided that adequate testing rooms can be found which allow a space of 1.5 meters in between each examinee. Proctors will be provided by the Center for Professional Assessment (Thailand).

For Educational client test administrations the minimum group size for test administrations in any location is 25 examinees. For test administrations of fewer than 25 examinees however, there will be a minimum charge equal to the cost for 25 examinees. These minimums apply to each individual test administration, and are not to be considered daily minimums. There is no limit with regard to the maximum group size, provided that adequate testing rooms can be found which allow a space of 1.5 meters in between each examinee. Proctors will be provided by the Center for Professional Assessment (Thailand).

Organization Examinees for In-House Tests

Organizations that wish to send examinees for testing at the Bangkok or Chiangmai offices may do so by submitting a test request form directly to the test centers. Test dates and times can either be specified by the requesting organization or by the individual examinees. Examinees should check with the person responsible within their organization to confirm specific procedures.

Organization On-Site Test Administrations

The Center for Professional Assessment (Thailand) offers on-site testing for organizations based on their testing needs. Details on these arrangements can be obtained by contacting the Bangkok or Chiangmai offices directly.

When?

The TOEIC can administer the test on a daily basis to either one person, or to as many as several hundred people at a time, depending on the size of the test room. In-house tests are administered twice daily, both in Bangkok and Chiangmai. Additional test sessions or alternate test times can be arranged at the client's request.

The on-going test schedule is as follows:

Monday-Saturday	09:00 AM to 12:00 noon, and 13:00 PM to 16:00 PM
Weekends/Holidays	On Request

* Organizations and individuals wishing to take the TOEIC test in-house should contact the test center at least 24 hours in advance to reserve seating.

* Incremental site administration costs (including travel charges, accommodation charges, test facility charges, etc) are to be covered by each respective organization.

Special Test Administrations can be offered on Sundays, or holidays, and after regular office hours, on arrangement.

* Special In-house Test Administrations can be offered on Sundays, or holidays, and after regular office hours, through prior arrangement. A minimum charge of thirty-five (35) examinees is required for Special Test Administrations.

* On-site organization test administrations can be scheduled at the client's convenience, any time or day of the week. There is a twenty-five (25) percent surcharge for organization test administrations administered on Sundays, or national holidays.

Results

In the immediate Bangkok area test results are returned within 24 hours of the test; for tests conducted out of the Chiangmai office, or in other provinces results are returned within 72 hours.

All test results for organization-sponsored tests will be sent directly to the test coordinator designated by the organization. With the exception of "Individual Score Reports" the Center for Professional Assessment (Thailand) does not release individual scores to individual examinees from organizations.

For test administrations of ten (10) or fewer examinees, results will be released within one working day of the test administration and sent via the postal EMS service.

Test results for more than ten (10) corporate examinees in the immediate Bangkok area will be released within one working day of the test administration and sent via messenger

TOEIC Score Result Formats for Organizations

The Center for Professional Assessment (Thailand) offers organizations the opportunity to select from several different programs for reporting purposes. Test results for organizations are returned in a variety of different formats. Depending on the program selected these results may be included in the test fee.

Organizations must specify a single program option within each test administration conducted at the organization's site. Combined programs within a single test administration are not available. Organizations must indicate the report option program for each organization individual examinee tested at the Center for Professional Assessment (Thailand) in-house test sites.

Individual Score Reports: One working day after a corporate test, or as scheduled by agreement, Individual Score Reports for each examinee can be sent to the test coordinator within the organization, or picked up by the individual test taker. Score Reports for each examinee are sealed in individual envelopes. The same policies apply to these score Reports as applies to the Individual Score Reports above.

Individual Score Records: One working day after a corporate test, or as scheduled by agreement, Organization Score Records for each examinee are sent to the test coordinator within the organization. Organizations use these Score Records in a variety of ways, from distributing them to the individual examinees to retaining them in each examinee's personnel records. The Score Records are for the sponsoring organization's use only and are not designed for use outside of that organization. The Center for Professional Assessment (Thailand) does not offer a score reprint service for Organization Score Records.

Score Rosters: Standard Score Rosters are prepared for the organization and are organized by first name, as well as by TOEIC Score Range.

Individual General Score Assessments: In order to provide TOEIC users with more detailed information of the numerical test scores, the Center for Professional Assessment (Thailand) also provides Individual General Score Assessments. The individual General Score Assessments provide descriptive information for the TOEIC Listening and Reading Scores, as well as descriptive research-based projections of Speaking and Writing skills.

All these reports are returned to the organization one working day after the test unless otherwise arranged by mutual agreement.

Summary Report: For large test administrations, the Center for Professional Assessment (Thailand) provides a summary report one working week after the test. Up to four (4) different Test Administration Report Lists can be prepared according to a variety of fields such as identification number, examinee name, position, department, or other data collected at the time of the test administration. This report can be customized for each corporate client provided that the corporate specific information required for the final report is determined before the time of the actual test administration. Additional report lists can be added to this summary report at a minimum charge of Baht 500.00 per list.

Organizations will receive the information in an electronic format. Score report information will be provided in either a spreadsheet format, or a PDF format depending on the report.

Organizations requiring additional copies of any of these reports may purchase them from the Center for Professional Assessment (Thailand) at the following rates...

* Examinee Score Reports/Records	*Baht 100.00 per Examinee
* Individual Examinee Score Assessments	*Baht 100.00 per Assessment
* Test Administration Report Lists	*Baht 25.00 per List Report page
* Additional (more than 4) Report Lists	*Baht 25.00 per List Report page
* Minimum charge of Baht 500.00 applies	* All fees include VAT

Supplemental Reports for Organizations

Training Group Recommendations: The Center for Professional Assessment (Thailand) can also provide Training Group Recommendations for group administrations. These recommendations assign examinees into sub-groups for training purposes and provide general information on the type of training and length of training needed to develop the examinees language to the next appropriate TOEIC level. Training Group recommendations are available on request. There is a per group charge of Baht 500.00 per training group and a minimum charge of Baht 1,000.00.

Score Comparisons: The Center for Professional Assessment (Thailand) will compile Score Comparisons of two or more test results for examinees in an organization. The score comparison can, for example, be used to determine progress in a training program, or determine change over time when an examinee is tested on an annual basis.

There is a minimum per Score Comparison Report charge of Baht 1,500.00. This will include comparisons of up to 50 examinees. There will be an additional charge of Baht 1,000.00 for every additional 50 or fewer examinees.

Information Materials

Additional information on the TOEIC can be obtained from the Center for Professional Assessment (Thailand) offices in both Bangkok and Chiangmai. Materials such as brochures and handouts are available on a complimentary basis from the Center.

The Center for Professional Assessment (Thailand) also provides the TOEIC Bulletin of Information to all examinees. The Bulletin is designed to provide examinees with information on the test format, including the test questions, and provides some sample practice questions. All promotional and guidance information is available from the TOEIC Center Thailand at no charge.

Test Fees and Payment Schedules

Based on estimates for the coming twelve month period provided by Chiangrai Vocational College the price for each TOEIC test administered by the Center for Professional Assessment (Thailand) for Chiangrai Vocational College will be based on our **Price Category Education** (see attached Price Category and Program Table below), per test, including VAT.

Test Fee Schedule by Category and Program:

Category	Examinees per year	Program 1	Program 2	Program 3
A	1-499	900.00	950.00	1,000.00 per test
B	500-999	850.00	900.00	950.00 per test
C	1,000-2,499	800.00	850.00	900.00 per test
D	2,500-4,999	750.00	800.00	850.00 per test
E	5000+	700.00	750.00	800.00 per test
Language				
School	1+	1,000.00	1,100.00	1,200.00 per test
Education	Minimum of 25 per test administration		600.00	700.00 per test

Reports included by Program:

Report / Program	Roster (up to 4)	General Score Assessment	Excel Data	Score Record	Score Report	Reprint
Program 1	Yes	No	Yes	No	No	No
Program 2	Yes	Yes	Yes	Yes	No	No
Program 3	Yes	Yes	Yes	No	Yes	Yes

No-Show Policy - The Center for Professional Assessment (Thailand) has a No-Show policy for all examinees. Examinees who fail to cancel a reservation for a test within one (1) working day of that test will be charged a Baht 500.00 processing fee in addition to their regular test fee the next time they come in to test.

All fees are quoted inclusive of VAT.

Payment Policies

All fees for TOEIC Test Administrations and Certificates are payable in Baht.

For on-site test administrations organizations will be charged only for actual tests administered beyond the minimum requirements, provided that the total number of examinees tested does not fall below seventy-five percent (75%) of the scheduled number for each test administration. In these cases the organization will be charged for an amount totaling seventy-five percent of the number scheduled.

Incremental site administration costs (including travel charge, accommodation charges, test facility charges, etc) are to be covered by each respective organization.

There is a minimum charge equivalent to 15 test takers per corporate administration for test administrations within the immediate Bangkok and Chiangmai metropolitan areas.

There is a minimum charge equivalent to 25 test takers per administration for corporate test administrations outside of the immediate Bangkok or Chiangmai metropolitan areas. In addition, the contracting organization assumes responsibility for all actual travel costs and expenses incurred.

All TOEIC Test Administration fees for organizations will be billed directly to the organizations.

All TOEIC Test Administration Fees for individuals are payable on the actual test day.

All TOEIC Individual Score Report Reprints are payable at the time they are ordered.

These conditions are valid from the date of this Letter of Understanding through December 31, 2017 and will be reviewed for adjustments at the end of that period.

Signed for
Chiangrai Vocational College

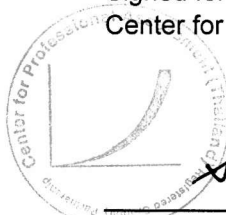


Khun Pariwit Chaiprasoet
Director

13/6/2017

Date

Signed for the
Center for Professional Assessment (Thailand)



Supalak Komarakul Na Nagara
Chief Executive Officer

13/6/2017

Date