



## Announcement

The Faculty of Graduate Studies, Mahidol University

Subject: Schedule and Guidelines in Taking English Proficiency Test, TOEFL ITP,  
during the Coronavirus (COVID-19) Outbreak

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The Faculty of Graduate Studies, Mahidol University has made the announcement concerning the schedule and guidelines in taking English Proficiency Test, TOEFL ITP, during the Coronavirus (COVID-19) outbreak for both graduate and undergraduate students and the general public who wish to take the TOEFL ITP test conducted by the Faculty of Graduate Studies, Mahidol University with the details as follow.

1. Test Schedule:
  - 1.1 The test schedule can be checked at [www.graduate.mahidol.ac.th](http://www.graduate.mahidol.ac.th)
  - 1.2 For the application fee payment schedule in taking the English proficiency test, the applicant must pay by the due date specified in the invoice, before 11.00 p.m. of the due date specified in the invoice.
  - 1.3 The test venue can be checked at [www.graduate.mahidol.ac.th](http://www.graduate.mahidol.ac.th)
  - 1.4 The Faculty of Graduate Studies will announce the test results 7 days after the test date and the test-taker can check his or her test result at [www.graduate.mahidol.ac.th](http://www.graduate.mahidol.ac.th) by selecting the 'View Scores' menu.
2. Applicant's Qualification:
  - 2.1 A graduate student of the Faculty of Graduate Studies, Mahidol University who wish to submit the scores to meet the requirement of the application for the program he/she is undertaking
  - 2.2 An undergraduate student of Mahidol University or the general public who is interested in taking the test
3. TOEFL ITP application steps:
  - 3.1 The applicant must make the application online via [www.graduate.mahidol.ac.th](http://www.graduate.mahidol.ac.th) to fill in his/her personal information and ensure that the information is completely accurate before having it saved on the system as the application can be made only once.
  - 3.2 The applicant must have the following important documents available for uploading on

the system:

3.2.1 The picture of the applicant being taken shall be not over the duration of 6 months (its size should be 3x4 centimeter, no larger than 2 MB, and it should be saved in either .jpg or jpeg).

3.2.2 The Identification card copy (make sure that it is still valid and signed for verification; the copy image must be clear and readable and no larger than 2 MB and saved in either .jpg, .jpeg, .pdf).

3.3 TOEFL ITP application fee:

3.3.1 For graduate students of the Faculty of Graduate Studies, the amount to be paid is 1,700 baht.

3.3.2 For the general public, the amount to be paid is 1,800 baht.

3.4 Payment methods:

3.4.1 The applicant must print out the invoice and bring it to one of the banks to make a payment.

3.4.2 The applicant makes a payment via QR Payment system Cash and any other forms of payment not mentioned above are not accepted.

3.5 The applicant must make the payment by the date and time indicated on the invoice; otherwise, his or her application will be subsequently invalidated.

3.6 In any cases, no refunds can be claimed, and the payment already made for the chosen round cannot be transferred to the next round of examination.

3.7 Provided the number of applicants does not reach the minimum of 10, the examination session registered is subject to be canceled, and due to this particular circumstance, the request for the refund or the transfer to attend the next round of examination can be made.

4. Examination rules and regulations:

4.1 The number of applicants is to be limited due to the COVID-19 pandemic control policy

4.2 The applicant must bring either his/her national ID card, student card, or passport book, which is still valid and present it to the invigilator before entering the examination room.

4.3 The applicant is not allowed to bring any types of briefcase(s), folder(s), electronic devices, and belongings to the test room, except ID card and/or student card.

4.4 The applicant is not allowed to record or take any pictures in the test room.

4.5 The applicant is not allowed to take test paper and answer sheet out of the test room.

4.6 The applicant must be present 30 minutes earlier before the examination start time

Morning Session      registration time: 8:30 a.m.      the start time: 9:00 – 11:30 a.m.

Afternoon Session      registration time: 12:30 p.m.      the start time: 13:00 – 15:30 p.m.

For those who arrive after the start time specified will not be allowed to enter the test room in any cases.

- 4.7 The applicant shall wear proper garments and is suggested to bring a sweatshirt in case of cold temperature in the test room. Sandals are not allowed in the test room.
- 4.8 Language Center will provide the stationery used to complete the test for individual Applicants
- 4.9 The applicant shall not pull out the applicant's image and ID card attached to the desk.
- 4.10 The applicant must stop doing the test as soon as the invigilator announces the time is over and must wait to leave the room until all test papers have been collected.

5. Improper behaviors leading to the disqualification for sitting the test

The applicant will be disqualified if his/her behaviors apply to the followings:

- 5.1 Bring textbooks, books, notebooks, digital watches, bags, and any other mobile devices into the test room.
- 5.2 Copying the test content and/or the answers of other applicants
- 5.3 Passing paper, texting, and sending any electronic messages during the test
- 5.4 Being present as an imposter or sending any other person to sit the exam
- 5.5 Change the seat after the test starts without the invigilator's permission
- 5.6 Leave the test room before the time specified
- 5.7 Continue to do the test despite the time being over
- 5.8 Any other cases in addition to those mentioned above shall be under the committee's discretion.

The applicant who applies to one or all of these improper behavior(s) will be recorded and it is a high possibility that he/she is to be barred from the future examination he/she might wish to take for at least 1 year. The scores announced will be invalidated and no refund can be made.

6. For the applicant who is visually impaired, he or she will be facilitated to have more time to complete the test (50% of the actual time), following TOEFL ITP Supervisor's Manual 2016 published by Institute of International Education: IIE/Southeast Asia)

7. For more information, please contact

Language Center, The Faculty of Graduate Studies Building, Mahidol University  
Phuttamonthon sai 4 Road, Salaya, Phuttamonthon, Nakhon Pathom 73170  
Tel: 2441 4125 ext. 150-152 Fax 02441 9317 or e-mail: gradlc@mahidol.ac.th

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(Prof. Dr. Patcharee Lertrit, M.D.)

Dean, Faculty of Graduate Studies