



## Announcement

The Faculty of Graduate Studies, Mahidol University

**Subject: Schedule and Examination Rules of English Proficiency Examination:  
MU GRAD TEST (Writing Section), B.E. 2563**

.....

The Faculty of Graduate Studies would like to make the announcement on the schedule and examination rules of English Proficiency Examination, which is important to be well informed for the graduate students of Mahidol University as well as the general public who are interested in taking the aforementioned examination to make a prospective application for the graduate program admission and wish to qualify by achieving the score results that meet the English Competence Standard Criteria stipulated. The schedule and the regulations are as follows:

### 1. Examination Schedule

#### 1.1 Examination Date and Registration Period:

The list of examination and registration dates will be available on  
[www.grad.mahidol.ac.th](http://www.grad.mahidol.ac.th)

#### 1.2 Fee payment due date:

Fee payment must be made by the deadline specified on the invoice  
(before 11.00 p.m. of the determined date).

#### 1.3 Examination venue:

Examination rooms and venues will be available on [www.grad.mahidol.ac.th](http://www.grad.mahidol.ac.th)

#### 1.4 Result Announcement Date:

The score results will be announced 7 days after the examination date, the examinees can view their scores online by logging into their MU GRAD TEST account on [www.grad.mahidol.ac.th](http://www.grad.mahidol.ac.th) and click "View Scores."

### 2. Applicant's Qualifications:

Any graduate students of Mahidol University or the general public who is interested in taking the aforementioned examination to qualify for the English Competency Standards of the Faculty of Graduate Studies, Mahidol University.

### 3. Application Procedures:

- 3.1 Apply online at [www.grad.mahidol.ac.th](http://www.grad.mahidol.ac.th). Please ensure that the application form has been completely and accurately filled in before clicking 'save' as each applicant is allowed to apply only once per examination session.
- 3.2 Applicants must upload the following documents on the application webpage:
  - (1) One-inch sized photo, taken no later than six months: the digital image must be in JPEG (.jpg) file format and less than 2 MB (megabytes).
  - (2) A copy of the applicant's Mahidol University graduate student identification card or National Identity card, with an affixed signature for verification: the digital image must be in jpg, jpeg, or pdf file format only and less than 2 MB (megabytes).
- 3.3 Applicants must bring the invoice payment receipt available from their registration page to any bank specified on the invoice and pay the examination fee of 1,000 Bahts.
- 3.4 Payments by cash, money order, or other forms of payment except from what is stated on the invoice will not be accepted.
- 3.5 The payment must be completely made by the deadline.
- 3.6 In case of late or incomplete payment, the application will not be processed.
- 3.7 Application fee will not be refunded in any case.
- 3.8 In case an applicant registers and fails to complete the payment process for 2 consecutive times, the applicant must await one month's time before registering again. The applicant will be informed clearly on the system if applying to this case.
- 3.9 In case the number of the applicants does not meet the minimum requirement or the Faculty of Graduate Studies is not able to arrange the examination, the applicants' registration and the examination fee will be automatically transferred to the next examination session.

#### 4. Rules for Examinees:

Examinees shall follow the Examination Center's procedure as follows:

- 4.1 Examinees must present an original and valid ID document, Identification Card, Government ID Card, Driver's License Card, or Passport. Please note that all the information on one of these specified evident documents must be identical to that provided at the time of the registration.
- 4.2 Examinees must sign on the documents submitted.
- 4.3 Examinees must wear neat and appropriate attire:
  - 4.3.1 Short or long sleeve shirt, blouse, or dress
  - 4.3.2 Skirt with proper length or long pants
  - 4.3.3 Court shoes, flats, or sling backs
- 4.4 Examinees who dress improperly may not be allowed to take the examination by the examination invigilators. Any examinee that has been denied to sit the examination will not be able to appeal for any refund.
- 4.5 Examinees who arrive at the Examination Center after the examination room is closed will not be allowed to enter to take the examination.

**Timetable of the Examination Rooms**  
**Examination Venue: Faculty of Graduate Studies Building,**  
**Mahidol University (Salaya Campus)**

<b>Rounds</b>	<b>Door Opening time</b>	<b>Door Closing Time</b>	<b>Exam Starting Time</b>
Morning	09:30 a.m.	09:55 a.m.	10:00 a.m.
Afternoon	12:30 p.m.	12:55 p.m.	13:00 p.m.

**The examination room will be closed 5 minutes before the start time**

- 4.6 Rules for the Examinees Bringing Personal belongings
  - 4.6.1 Examinees are not permitted to take any cases or bags and/or mobile devices into the examination room.
  - 4.6.2 Examinees are not allowed to use any devices to record videos or take photos during the examination
  - 4.6.3 Faculty of Graduate Studies' Examination Center does not have any policy to keep or collect any belongings for the examinees; the examinees shall be liable for any lost or damage of their own personal belongings.

#### 4.7 Rules Before the Start of the Examination

- 4.7.1 Examinees' seats will be assigned by the examination administrator.
- 4.7.2 Video-recording may be made during the examination for security purposes.
- 4.7.3 Beverages or snacks are not allowed to enter the examination room except for health suffering alleviation- related food or drinks; however, whether they are permitted depends on the examination administrator's discretion.
- 4.7.4 Examinees are not allowed to leave their seats without the valid reasons.

#### 4.8 Rules During the Examination

- 4.8.1 Examinees are allowed to enter the examination room only when being granted by the examination administrator.
- 4.8.2 If examinees need help for any reasons, they may raise their hand for notification.
- 4.8.3 Only scratch paper, provided by the Examination Center, will be used in the examination room.
- 4.8.4 Any mark written on the examination materials is prohibited. If it is found, the examinees will be considered a violator, resulting in immediate termination of examination taking.
- 4.8.5 Attempt to take any examination contents by writing down onto paper or notes in order to adapt, reproduce, or disclose to any person or entity by any means, including by hard copy, verbally, and electronically is legally prohibited.
- 4.8.6 Disturbance by engaging in any kind of disruptive or threatening behavior must not be made. Disruptive behavior in any form will not be tolerated.  
The Examination Center supervisor has sole discretion in determining what constitutes disruptive behavior. Such examinees may be asked to leave the examination room immediately.
- 4.8.7 Attempt to receive help or giving help must be avoided. Communication in any form is prohibited, including discussing or sharing examination questions, topics or answers during the examination, and discussion or sharing examination questions, topics or answers after the examination. This also includes communication via chat, message board or forum, short message service (SMS) or text messages.
- 4.8.8 Examinees are required to remain in the examination room until the end of examination session.

#### 4.9 Rules After the Examination

4.9.1 Scratch paper must not be taken out of the examination room. By doing so, suspicious behavior will be reported.

4.9.2 Seven (7) days after the examination date, the MU GRAD TEST score result will be posted on [www.grad.mahidol.ac.th](http://www.grad.mahidol.ac.th). Examinees can check their scores by logging in to MU GRAD TEST accounts and selecting "View Scores" on the Faculty of Graduate Studies home page. The Faculty of Graduate Studies reserves the right to take any action it deems appropriate including banning any examinee who fails to comply with examination procedure from future examination and holding or canceling the scores. If the scores are canceled, the examinees' examination results will not be reported and examination fee will not be refunded.

#### 4.10 Emergency case

If any examinee is unable to take the examination for any plausible reason, the examinee should contact the Language Center, Faculty of Graduate Studies within 7 days prior to the examination date. The request shall be under the deliberation of the Dean of the Faculty of Graduate Studies or authorized examination supervisor whose decision is considered final.

#### 4.11 Rescheduled examination

In case weather conditions or other circumstances beyond control may result in a delayed start or a reschedule of the examination or scores may be canceled after the examination has been taken. If any examination is rescheduled by the Faculty of Graduate Studies before the examination is taken, the examinees can select a different examination session with the time and date convenient for them and will not be charged for the rescheduling fee.

#### 4.12 Improper behavior leading to examination debarring

The following behaviors are prohibited:

4.12.1 Taking books, notebooks, notepads, documents, bags, backpacks, briefcases, recording and photographic devices, calculators or other calculating devices, and/or mobile devices into the examination room.

4.12.2 Copying the examination contents and/or answer choices of the examination

4.12.3 Sharing papers, texting, or sending electronic messages during the examination

4.12.4 Hiring or sending somebody else to sit the examination

4.12.5 Arbitrarily Changing seats during the examination

4.12.6 Leaving the examination room before being told to leave.

4.12.7 For any other cases, those will be under examination administrators' consideration.

4.12.8 Examinees who are dismissed due to prohibited behaviors will be barred from the future examination for 1 year.

4.12.9 If scores are placed on hold, the score reports submitted to any institution or agency will be considered invalid until the investigation regarding the revoked score is completed and the new valid scores are released.

#### 4.13 Reporting Suspicious Behavior

Suspicious behavior that may cause a disturbance shall be reported by contacting the Language Center, Faculty of Graduate Studies. All incidents of fraud seriously need to be reported and shall be closely investigated. The information respecting the persons making such report will be held confidential.

### 5. Contact Information

Should you have any inquiries, please contact the Language Center, Faculty of Graduate Studies, Mahidol University.

**Phone:** +66 (0)2-441-4125 Ext. 150-152

**Fax:** +66 (0)2-441-9317

**Email:** mufgs.lc@gmail.com

**Website:** <http://www.grad.mahidol.ac.th>

Date of Announcement: 18 February 2020



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

Dean

Faculty of Graduate Studies, Mahidol University