

## CAMBRIDGE ENGLISH – TEACHING KNOWLEDGE TEST (TKT)

### ENTRY PROCEDURE

Application forms for the TKT exams can be obtained from the British Council Examination Services or can be downloaded from [www.britishcouncil.lk/exam/cambridge/register](http://www.britishcouncil.lk/exam/cambridge/register).

Exam Location	Registration Period	Examination Date 2018	Exam Fee per Module
Colombo / Kandy	01 November to 21 November 2017	Saturday 27 January 2018	Rs 8,600.00
Colombo	01 February to 15 February 2018	Saturday 21 April 2018	Rs 8,600.00
Kandy	01 February to 15 February 2018	Sunday 22 April 2018	Rs 8,600.00
Colombo / Kandy	01 May to 15 May 2018	Saturday 14 July 2018	Rs 8,600.00
Colombo	01 August to 15 August 2018	Saturday 27 October 2018	To be confirmed
Kandy	01 August to 15 August 2018	Sunday 28 October 2018	To be confirmed

Registration dates, exam dates, venue, fees and minimum requirements for examinations are subject to change at the discretion of the British Council or Cambridge English Assessment English.

Please note that the completed application form along with the following documents and the exam fee needs to reach the British Council on or before the registration closing date.

- One (1) self-addressed 9"x4" envelope
- A photocopy of the postal identity card, national identity card or passport (candidates must submit the ID at the examination – a valid ID)

No application will be accepted once registrations have closed. Applications received after the registration deadline via post or courier will be returned.

### FEES

Fees can be paid in cash and credit cards (Visa/Master/Amex). You may also pay by a bank draft (SL Rupees) drawn in favour of "British Council". You can also make a bank transfer (visit any bank and request for a fund transfer) to the following account. Please present the receipt of the transfer along with the application.

Bank name: HSBC  
 Account name: British Council Sri Lanka  
 Account number: 001-002377-002  
 Message: TKT and your full name as stated on the application

### CONFIRMATION OF ENTRY

Confirmation of entry will be posted to all eligible candidates two weeks before the date of the examination. If you have not received the confirmation of entry one week prior to your examination, please contact us on (011) 4521521.

### REFUND PROCEDURE

If a candidate gives written notice of withdrawal before the final registration date of the exam, as published by the British Council, a refund of the local fee will be given, less an administrative fee of Rs.1500. Any cases where notice is given after the final registration date of the exam the fee will be forfeited in its entirety. An exception to this rule is a withdrawal on medical grounds. Candidates able to produce a medical certificate within seven (7) working days of the written test will receive a refund less Rs.3000 administrative fee. Following documents are to be submitted for the processing of the refund.

A completed local refund claim form, a medical certificate from a recognised western medical practitioner or a hospital, admission letter, receipt issued by British Council for the examination fees paid. Please note that photocopies of the above documentation will not be accepted.

Note that the examination registered cannot be transferred from one session to the other.

### CERTIFICATE

The results are reported in four bands and the certificate outlines what each of the four band scores means in terms of ability for each of the three core *TKT* modules. There is no Pass/Fail. You will receive a certificate for each module taken.

The release of certificates takes approximately six (6) weeks.

The certificates will be sent via courier to the address given on the application.

British Council, 49, Alfred House Gardens, Colombo 00300, Sri Lanka. T (011) 4521521, E [info.lk@britishcouncil.org](mailto:info.lk@britishcouncil.org)  
 British Council, 88/3 Kotugodella Veediya Kandy. T (011) 4521521 E [info.lk@britishcouncil.org](mailto:info.lk@britishcouncil.org)

Payments: Colombo - Monday to Saturday 8:00 a.m. to 5:30 p.m.

Kandy - Tuesday to Saturday 9.00 a.m. to 4.00 p.m. and Sunday from 9:00 a.m. to 2:00 p.m.