

1. ENTRY PROCEDURE

Application forms for TKT exams can be obtained from the **British Council Examination Services** or can be downloaded from www.britishcouncil.lk/exam/cambridge/register.

| Exam Location | Registration Period | Examination Dates 2021 | Exam Fee per Module |
|---------------|---------------------------------|--------------------------|---------------------|
| Colombo/Kandy | 01 November to 20 November 2020 | Saturday 16 January 2021 | Rs 9,100.00 |

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

2. 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". Please visit any bank and request for a fund transfer to the following account. Please present the receipt of the transfer along with the application at the time of you handing over the application to British Council.

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

No refunds will be given for bank slips sent to us after the payment deadline.

Your registration will be cancelled automatically, and you will not be able to take the test on the day you originally registered for. Instead, we shall offer you a free transfer to a future test date (within a three-month period) of your choice limited by the availability of seats.

However, the failure to verify your payments in our bank records, as a result of technical or any other error, will result in the cancellation of your test registration or the withholding of your Test Result Form until proof of payment is submitted.

British Council will not be responsible for any delays in you taking the test or in you receiving the results, due to not following the stipulated process for offline payments and/or verifying payments made to the bank, as instructed above.

Attention: We do not accept payment slips and passport copies sent to us via email, post, courier or hand delivery. Furthermore, please note that any bank deposits which are not claimed within a 30-day period will not be refunded.

3. 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.

4. 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 **1,500 LKR**. 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 based on medical grounds. Candidates who are able to produce a medical certificate within **seven (7) working days** of the written test will receive a refund less **3,000 LKR** administrative fee. Following documents are to be submitted for the processing of the refund.

- A completed local refund claim form
- 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.

5. 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
British Council, 88/3 Kotugodella Veediya Kandy. T (011) 4521521 E info.lk@britishcouncil.org

12. Contact Information

| | Colombo | Kandy | Jaffna |
|----------------|--|--|---|
| Address | 49, Alfred House Gardens, Colombo 03 | 88/3, 1st Floor, E L Senanayake Veediya, Kandy | 70, Rakka Road, Chundikuli, Jaffna |
| Contact Number | T +94 (0)11 7521 521 T +94 (0)11 4521 521 | | |
| Opening Hours | Monday - Saturday: 08:00 - 17:30 (Payments) 08:00 - 18:00 (Enquiries) | Tuesday - Saturday: 09.00 - 16.00 (Payments) 09.00 - 17.30 (Enquiries) Sunday: 09.00 - 14.00 (Payments) 09.00 - 15.00 (Enquiries) | Wednesday - Sunday: 08.30 - 16.30 (Payments) 08.30 - 18.00 (Enquiries) |
| Email Address | info.lk@britishcouncil.org | | |