

IELTS test terms and conditions

You must ...

- provide proof of your identity (passport or National Identity Card) at registration. Contact the test centre to confirm which type of identity document is accepted. Candidates taking the test outside their own country must use a passport.
- inform the centre of any changes to your identity document before the test date. If you do not do this you will not be allowed to take the test and you will not be eligible for a refund or transfer.
- bring the same identity document on the test day as the one recorded in your application. If you do not do this you will not be allowed to take the test and you will not be eligible for a refund or transfer.
- arrive at the centre before the scheduled test start time. If you arrive late, you will not be allowed to take the test and you will not be eligible for a refund or transfer.
- leave all personal belongings in the designated belongings area. The only items you may bring into the test room are your approved identity document, standard pen(s), pencil(s) and eraser(s), and a bottle of water (label-free). All electronic devices and all watches must be left in the belongings area and must be switched off. You may be electronically scanned for devices at any time during the test day. Any candidate who breaches these conditions will not receive an IELTS test result or be eligible for a refund or transfer. While the centre will take all reasonable measures to secure your items in the belongings area, they cannot be held responsible for any loss.
- consent for your identity to be verified both at test registration and on test day. This may include:
 - having your photograph taken. You will be required to temporarily remove any covering from your face. Any candidate who refuses to have a photograph taken will not be allowed to sit the test and will not be entitled to a refund. The photograph taken by the centre will appear on your Test Report Form.
 - providing a sample of your signature.
 - having your finger scan taken.
- keep only the following items on your desk: your identity document, pen(s), pencil(s), eraser(s), and a bottle of water (label-free).
- tell the invigilator at once if you think you have not been given the correct question paper or if the question paper is incomplete or illegible.
- raise your hand if you need to ask the invigilator something. Candidates may not ask for, and will not be given, any explanation of the test questions.
- attend all four components of the test. If you do not attend all four components, you will not receive an IELTS test result. Exceptions are possible but must be requested at registration and written approval must be received from the centre.
- inform the invigilator on the day of the test if you believe that your performance may be affected by ill health, by the way in which the test is delivered at the centre or for any other reason. If you have a complaint relating to the delivery of the test, you must submit your complaint to the test centre before you leave the centre on test day. Complaints relating to the delivery of the test will not be accepted after test day.
- leave all test materials in the test room at the end of the test. The test materials include question papers, Speaking booklets, answer sheets and rough paper. Any candidate who attempts to remove test materials from the test room will not receive an IELTS test result.

You must not ...

- talk to or disturb other candidates once the test has started.
- lend anything to, or borrow anything from, another candidate during the test.
- eat or smoke in the test room.
- leave the test room without the permission of the invigilator.
- leave your seat until all test materials have been collected and you have been told you can leave.
- engage in any form of malpractice which may damage the integrity and security of the IELTS test. Malpractice includes, but is not limited to:
 - attempting to cheat in any way, including using notes of any kind from any source.
 - helping another candidate to cheat.
 - impersonating another candidate or having another candidate impersonate you.
 - copying the work of another candidate.
 - disrupting the test in any way.
 - reproducing any part of the test in any medium.
 - attempting to alter the data on the Test Report Form.

Candidates engaging in malpractice will not be allowed to complete the test and will not receive an IELTS test result. Candidates who are found to have engaged in malpractice on test day after their result has been issued will have their result cancelled. Candidates engaging in malpractice may be reported to regulatory authorities globally and may be liable to legal action.

Your IELTS test result

- Results are issued by centres, usually 13 days after the test.
- You will receive only one copy of your Test Report Form. Replacement copies are not issued in the event of loss or damage.
- The Test Report Form will be issued in your name as it appears on the identity document used at registration. If you find that your personal details are incorrect on the Test Report Form, please contact the centre where you took the test. Documentation must be provided to verify the correct details. If you change your name after receiving your Test Report Form, the name will not be changed on the Test Report Form.
- Your result may not be issued 13 days after the test if the IELTS Test Partners decide that it is necessary to review any matter associated with your test or the administration of your test. To assist any investigation, you may be required to provide writing and speaking samples. In exceptional circumstances you may be required to re-take one or more IELTS components.
- Your result may be cancelled after it has been issued if any irregularity is identified. You may be required to re-take one or more IELTS components.
- Your result will be disclosed to the Recognising Organisations which you nominated in your application or to which you applied with your Test Report Form, for the purpose of allowing those organisations to verify the result or to carry out any enquiries in relation to suspected malpractice.
- If any of the data on the Test Report Form provided by you or your agent to Recognising Organisations has been altered in any way, your original test result may be cancelled.
- Candidates are not permitted access to the work they produce in the IELTS test.

Cancelling your IELTS test or requesting a transfer

- If you cancel your test or request a transfer five weeks or more before the test date, the test centre will charge an administration fee of up to 25% of the test fee.
- If you cancel your test within five weeks of the test date for any reason apart from medical ones, you will not be eligible to receive a refund. If you cancel your test or request a transfer within five weeks of the test date for medical reasons, you must provide supporting medical evidence within five working days of the test date. Only evidence of serious illness will be considered. Only original medical certificates will be accepted and must state inability to appear for the test on the scheduled test date.

How IELTS uses your information

- The IELTS Test Partners recognise and support the right of IELTS test candidates to privacy.
- When you provide your identity information the IELTS Test Partners link that information to your IELTS test and test result on the Test Report Form. This enables you to submit your Test Report Form to Recognising Organisations and for them to verify your result.
- Test Report Forms will only be sent to those Recognising Organisations nominated by the candidate in their application or at the request of the candidate after the issue of results. When a candidate submits a Test Report Form to a Recognising Organisation they consent to the verification of the result by that organisation.
- The IELTS Test Partners or their authorised representatives may share candidate personal data including without limitation test performance or score data or photographs taken by the centre with educational institutions, governments (including visa processing authorities), professional bodies and commercial organisations that recognise IELTS scores ('Recognising Organisations') or law enforcement agencies and regulatory authorities where required for verification purposes or other purposes to protect the IELTS test and its stakeholders against any form of malpractice. Finger-scan data, where obtained, will not be disclosed to any entity except the IELTS Test Partners.
- The IELTS Test Partners will retain work produced by candidates in the IELTS test and may use it for quality control purposes and for investigations into suspected malpractice. Test score data and test responses, in an anonymous form, may also be used for informational, research, statistical or training purposes.

Declaration

1. I acknowledge that the IELTS test is jointly owned by British Council, IELTS Australia Pty Ltd (ABN 84 008 664 766), which is wholly owned by IDP Education Ltd ('IDP:IELTS Australia') and Cambridge English Language Assessment (part of the University of Cambridge), collectively referred to as the IELTS Test Partners.
2. I certify that the information in my application is complete, true and accurate.
3. I understand that the personal data in my application is collected for the purposes of the IELTS test, and I consent for this data to be disclosed to, processed and stored by the IELTS Test Partners for the purpose of such administration. I further consent for this data, including, without limitation, test performance or score data and my test result to be disclosed by the IELTS Test Partners to those Recognising Organisations to which I apply and to governments (including visa processing authorities) for the purpose of allowing these organisations to verify my test result or to carry out enquiries in relation to suspected malpractice. If the IELTS Test Partners discover that a false or altered Test Report Form has been provided to any of these Recognising Organisations or government authorities I further consent that the IELTS Test Partners may inform the same and provide them with my personal data and any relevant details relating to the work I produce as part of my test taking, including, without limitation, test performance or score data.
4. I understand that my personal data may be processed in an anonymous form by the IELTS Test Partners for statistical and research purposes. The IELTS Test Partners and the centre administering the test confirm that they will not disclose personal information about candidates to others except as stated in this Declaration or to the extent permitted by law.
5. I understand that I may view a copy of my personal data contained in the Application Form by contacting ielts@cambridgeenglish.org. I understand that a fee will be charged for access to this information.
6. I understand that if I want a copy of my finger scan it can only be provided as a Binary Large Object (BLOB) and the request must be made to ielts@idp.com or ielts@britishcouncil.org. I understand a fee will be charged for access to this information.
7. I understand that if the details on this form are not completed my application may not be processed. I further understand that completing and submitting this Application Form does not guarantee registration on my preferred test date or at my preferred test location. I understand that my registration will be confirmed in writing from the centre.
8. I understand that any personal data collected during the identity verification process by the centre either at test registration or on test day will be processed and securely stored by the IELTS Test Partners for the purpose of the IELTS test. I acknowledge that the photograph taken of me by the centre will be provided to any Recognising Organisations or government authorities (including visa processing authorities) to which I apply for the purposes of allowing these organisations to verify my test results or to carry out enquiries in relation to possible malpractice or test integrity issues. I understand that where finger-scan data is obtained it will not be disclosed to any entity except the IELTS Test Partners.
9. I understand that I will have my photograph taken by the centre to allow the Test Report Form to be released. If I have not had my photograph taken by the centre no result will be issued.
10. I acknowledge that I have read the *IELTS Notice to Candidates* on page i and agree to abide by the rules and regulations contained therein.
11. I understand there may be local terms and conditions I must comply with and that the centre will provide details of these on request.
12. I understand that I must attend all four test components in order to receive an IELTS test result and that any exception to this must be approved in advance by the centre.
13. I understand that the IELTS Test Partners have a responsibility to all candidates and Recognising Organisations to ensure the highest confidence in the accuracy and integrity of test results and that the IELTS Test Partners therefore reserve the right to withhold test results temporarily or permanently, or to cancel test results which have been issued, if they consider those results to be unreliable for reasons of suspected malpractice or any other irregularity in the test process.
14. I understand that my result may not be issued 13 days after the test if any of the IELTS Test Partners deem it necessary to review any matter associated with my test or the administration of my test, including making enquiries as to whether any rules or regulations have been breached. I understand that I may be required to provide additional samples of my writing and speaking for the purposes of assisting any investigation before or after the test. I understand that in exceptional circumstances I may be required to re-take one or more IELTS components.
15. I understand that if I am suspected of engaging in any form of malpractice, or do anything that might damage the integrity and security of IELTS, I may not receive a test result, my test fee will not be refunded and I may be prohibited from taking the IELTS test in the future. Despite and without limiting any of the terms of this Declaration, I understand that details of any malpractice (including evidence of suspected malpractice) that has been established, is suspected, or is being formally investigated may be provided to Recognising Organisations, including visa processing authorities and appropriate regulatory authorities, or otherwise disclosed in accordance with the law, where required for verification purposes or other purposes to protect the IELTS test and its stakeholders against any form of malpractice. I further understand that suspected malpractice will be reported centrally to the IELTS Test Partners and to any relevant test centre by the centre where the suspected malpractice occurred.
16. I understand that if any other person attempts to take the IELTS test in my place, both I and such person will be liable to prosecution. Details relating to the situation will be provided to the relevant authorities, including visa processing authorities and appropriate regulatory authorities.
17. I understand that the work I produce in the IELTS test remains the property of the IELTS Test Partners. It will not be released to candidates or to institutions or organisations, except in the investigation of suspected malpractice whereby my work may be provided to relevant authorities.
18. I understand that my Speaking test will be recorded. I understand that in the event the test does not record I will be required to re-take the Speaking test. I also agree that an observer may attend my Speaking test as part of the monitoring process.
19. I understand that I will be charged the full test fee if I cancel my test or request a transfer within five weeks of the test date, unless I provide appropriate medical evidence, within five days of the test date, to support the cancellation or transfer.
20. I acknowledge that I have read the *IELTS Information for Candidates* booklet.

Disclaimer: The International English Language Testing System (IELTS) is designed to be one of many factors used by academic institutions, government agencies, professional bodies and employers in determining whether a test taker can be admitted as a student or be considered for employment or for citizenship purposes. IELTS is not designed to be the sole method of determining admission or employment for the test taker. IELTS is made available worldwide to all persons, regardless of age, gender, race, nationality or religion, but it is not recommended to persons under 16 years of age.

British Council, IDP: IELTS Australia and Cambridge English Language Assessment and any other party involved in creating, producing, or delivering IELTS shall not be liable for any direct, incidental, consequential, indirect, special, punitive, or similar damages arising out of access to, use of, acceptance by, or interpretation of the results by any third party, or any errors or omissions in the content thereof.

Signature

Date