

IELTS Testing Centre, University of Canberra
Instructions on IELTS Test Registration: 2008

IELTS Testing Centre
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Canberra ACT 2601

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Welcome to the IELTS Testing Centre at the University of Canberra, operated by the University of Canberra English Language Institute (UCELI). Please set aside 20 minutes to read and complete the following details. You will need to read the information very carefully in order to successfully submit an application for IELTS Test registration.

Closing date for IELTS Test registrations: Five weeks before the test date.

Test Fee: The IELTS test fee is \$280.

You can register for the IELTS Test in two different ways, by Mail or In Person:

Option 1: Mailing IELTS Test registration papers

STEP 1 Please fill out and sign the following pages.

- IELTS Application Form
- IELTS Tax Invoice

STEP 2 Please include in your mailed application:

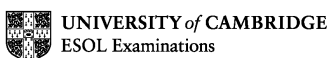
- two colour passport-sized photographs
- photocopy of the photo-page of your valid and current passport. The photocopy must also include the passport expiry date. *Please bring your passport on both test days, as only the original passport can be accepted as identification.*
- payment for the test – include cheque, money order or credit card details.

If you do not include any of the listed documents your application may be returned to you.

STEP 3 Read the Application Checklist and tick the appropriate boxes to ensure you have completed every step. Do not send the checklist with your application.

STEP 4 Mail the application to the address listed above. It must arrive at the IELTS Registration Office **at least five weeks before** your intended test date. Unfortunately we are unable to accept on-line test registrations as the items listed above are required in order to complete your application. A confirmation letter including test times and venues, and your receipt for registration fees will be mailed to you one week before the test date.

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Please follow instructions carefully: Due to test security concerns, incomplete mailed applications will be returned to you for completion and you may miss your chosen test date. Please ensure applications are complete before posting. We do *not* accept faxed applications.

Option 2: Registering in person at the Student Centre

You should bring with you:

- the completed IELTS Application Form, Tax Invoice & Application Checklist
- your current and valid passport
- 2 colour passport-sized photographs
- your test fee

All of these items must be included at the time you hand in your application. We will need to see your passport upon registration for the test, as well as on the test days. Please note that no other form of ID, such as certified passport copies, driver's licenses or diplomatic cards, will be accepted.

You may pay by EFTPOS, credit card, cash, cheque, or money order. Bank cheques and money orders should be made out to the **University of Canberra (we not accept personal cheques)**. Credit cards with extended expiry dates cannot be accepted. **Please note the Student Centre closes at 4.30pm Monday-Thursday and 4pm Friday.**

You will receive a receipt at the completion of your application. Please consider this a confirmation of your application. You will receive an apportionment letter 1 week prior to the testing date.

For All Candidates

If your passport is with your agent or the Department of Immigration, you must retrieve it in order to sit for the test, and send it back to them after the test is finished. We can accept a photocopy of the passport for mailed applications, but we must see the original document on the day of the test.

We do not offer computer-based IELTS testing at present. All testing is conducted on paper.

Times and Locations

The IELTS Test at the University of Canberra takes place over two days usually a Friday afternoon and consecutive Saturday.

Speaking Tests will take place on the Friday before the test date or Saturday afternoon after the main test, between 1pm and 5.00pm. We endeavor to give interstate candidates Saturday appointments but it is not always possible. You need to be prepared to sit the test over two days if necessary. Each speaking test takes 15 minutes. **You must bring your passport to the speaking test.**

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IELTS [International English Language Testing System

English for international opportunity

Once you have been assigned a speaking test time we are unable to change your appointment.

The Listening, Reading and Writing tests will be held on the Saturday morning in the UC Refectory, Building 1, University of Canberra. Please enter the Conference Centre from the Kirinari Street (eastern) side. **You will need to come to the examination room at 8.30am on the day of the test.** The test usually finishes by 12.30. **Again, you must bring your passport on the day.** Please also bring two pencils, an eraser, a sharpener and a pen.

Please do not bring to either test: valuables, large sums of money, mobile phones, dictionaries (either paper or electronic), extra paper or pencil cases.

Transfer of Test Date and Cancellations

Cancellations: Under Cambridge ESOL rules, cancellations must be made with **five weeks' notice**, and will incur a \$60 fee. If you cancel within the five-week period before your test, you will forfeit your whole registration fee.

Transfers: Under Cambridge ESOL rules, if you wish to transfer to another test date you must give **five weeks' notice**. Transfers with less than five weeks' notice are effectively cancellations, as you will forfeit your registration fee and have to pay the whole sum again to join the test of your choice.

Absentees: If you are ill and unable to attend the test please telephone the Test Centre and leave a message on the voicemail. In order to be transferred into a later test date without charge, you will need to provide a doctor's certificate within five working days of the test date. Failure to provide a certificate in time will result in the forfeit of the full test fee. We do not give refunds if you are ill.

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Results

Results are sent out thirteen days after the test. You should receive them two and half weeks after the testing date. Your personal copy of the Test Report Form (TRF) will be sent to your correspondence address as stated by you on the application form. **We are not permitted to give candidates extra copies of the TRF, or give results over the phone, nor by fax or email.** Please keep your personal copy of the TRF in a safe place and do not send it out to institutions or government departments. We ask them not to accept results from candidates. **Instead, please give us your written and signed instruction to send a TRF directly to your nominated institution.**

If you have applied to a University, employment authority or other institution, we can send them your results free of charge (for up to five institutions.) Please provide the address at Question 25 on the application form, or on the green authority form which will come with your results. There is a fee of \$10 to post results to more than 5 institutions, or for any requests received after one month from the test date.

Sample Test Kits

An IELTS Test Sample Kit is available for \$33 (GST included, payable in all cases) from the Student Centre. IELTS practice materials are held at some libraries, and specialist textbooks and tapes can be purchased at the University of Canberra's Co-Op Bookshop.

Please email us ielts@canberra.edu.au
If you have any questions.

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