

IELTS Application: Terms and Conditions

IELTS TERMS & CONDITIONS AND LEGAL NOTICES

Declaration

I acknowledge that the IELTS test is jointly owned by British Council, IDP: IELTS Australia and Cambridge English Language Assessment, collectively referred to as the IELTS Test Partners.

I certify that the information on this Application Form is complete, true and accurate.

I understand that the personal data on this Application Form 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 or photographs taken by the IELTS test centre 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 or photographs taken by the IELTS test centre.

I understand that my personal data may be processed in an anonymous form for statistical and research purposes for the development of Cambridge English Language Assessment examinations. Cambridge English Language Assessment 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.

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.

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.

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 enrolment on my preferred test date or at my preferred test location. I understand that my enrolment will be confirmed in writing from the test centre.

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 upon request 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.

I understand that I will have my photograph taken by the test centre to allow the Test Report Form to be released. If I have not had my photograph taken by the test centre no result will be issued.

I acknowledge that I have read the [IELTS Notice to Candidates](#) contained on page i of this document and agree to abide by the rules and regulations contained therein.

I understand there may be local terms and conditions I must comply with and that the test centre will provide details of these on request (please see below under **Ealing, Hammersmith and West London College IELTS Test Centre Terms and Conditions**)

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.

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, as outlined in the IELTS Notice to Candidates. I understand that in exceptional circumstances I may be required to re-take one or more IELTS components.

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.

I understand that if I engage in any form of malpractice, or do anything that might damage the integrity and security of IELTS, I may be banned from taking the IELTS test in the future. I understand that if I am banned I will receive a notification stating the length of the ban. I understand that if I am subject to a ban and I register to take the test, I will not receive a result and I will not be entitled to a refund.

I understand that if any other person attempts to take the IELTS test in my place (i.e. in place of the person whose details appear on this form), both I and such person will be liable to prosecution. Details relating to the situation may be provided to the relevant authorities, including visa processing authorities and appropriate regulatory authorities.

I understand that the work I produce as part of the IELTS test remains the property of the IELTS Test Partners. Under no circumstances will it be released to candidates or to institutions or organisations, except in the investigation of suspected malpractice whereby the work I produce as part of the IELTS test may be provided to relevant authorities.

I understand that my Speaking test will be recorded. I also agree that an observer may attend my Speaking test as part of the monitoring process.

I understand that I will be charged the full test fee upon registration. I understand that if I request a transfer or cancel my test, my right to a refund will be determined in accordance with local legislation.

I understand that this test result cannot be used for UKVI application purposes and that I will not be eligible for a refund if I subsequently find that I require an IELTS for UKVI test result.

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.

British Council Privacy Policy

The British Council regards the lawful and correct treatment of personal information as important to our successful operations and to the maintenance of confidence of those with whom we deal. As such this statement will apply equally to all of our offices irrespective of where they are based.

We will ensure that our staff and those acting on our behalf obtain, use and disclose personal information lawfully and correctly. To this end we fully endorse and adhere to the principles of data protection, as set out in the UK Data Protection Act 1998 (the "Act"). We shall apply the Act globally, except where part or all of any local law is stronger.

For more information please read the [British Council Privacy Policy](#).

Ealing, Hammersmith and West London College IELTS Test Centre Terms and Conditions:

1. Cancellation or Transfer of my scheduled IELTS test

1.1. I understand that a Cancellation or Transfer of my scheduled IELTS test can be made in writing strictly 5 weeks before the test date via email ielts@wlc.ac.uk .

1.2. I must be able to provide a copy of an automated reply from ielts@wlc.ac.uk

1.3. If I did not receive an automated reply from the test centre it means that IELTS did not receive my request for cancellation and it will not be considered.

1.4. I understand that regardless of the reason and regardless of the date when my application or payment was made:

1.4.1. -for Cancellations made less than five weeks before the test date I will NOT receive a refund/transfer (exceptions apply*)

1.4.2. -if I do not come to the test (exceptions apply*), or come after the test day registration has finished, no refund/transfer will be issued to me.

2. Exceptional circumstances for Transfers:

2.1 I understand that if I fail to appear for my scheduled IELTS test due to any of the following three reasons:

2.1.1 hospital admission or serious illness or injury,

2.1.2 death of a close family member,

2.1.3 victim of a crime or victim of a traffic accident

2.2 I can have my IELTS test transferred to the next available test date providing that I inform the EHWLC IELTS Test Centre via email ielts@wlc.ac.uk no later than 5 days after my scheduled test date. I must be able to provide a copy of an automated reply from ielts@wlc.ac.uk. I need to provide evidence stating that my ability to sit the test has been affected by one of the three reasons stated above (a medical certificate from a qualified medical practitioner/hospital stating that the candidate was not able to sit the IELTS test on a certain date, or a death notice or certificate, or a police report is required). If my request for a transfer is approved I may select a new preferred test date which will be confirmed by the IELTS Test Centre subject to availability.

2.3 I understand that I am only able either refund or transfer my IELTS test once.

3. Exceptional circumstances for Refunds

3.1 I understand that if I request a refund within the 5-week period prior to the test date or within 5 days after the scheduled test the refund will be approved exclusively on an exceptional basis only in circumstances whereby my future ability to sit the test has been affected by one of the following conditions:

3.1.1 serious illness/injury that has a permanent or prolonged impact on my health

3.1.2 victim of a crime or victim of a traffic accident

3.1.3 military service

3.2 In the event of one of the above mentioned situations occurring, I or my representative must contact the EHWLC Test Centre via ielts@wlc.ac.uk as soon as possible but no later than 5 days after the scheduled test. I must be able to provide a copy of an automated reply from ielts@wlc.ac.uk. The Test Centre will pass the information to the IELTS Manager who will make the final decision regarding my request for a refund.

3.3 I understand that lateness caused by route disruptions/traffic diversions/weather conditions on the journey to the test venue, or if on the IELTS Test day I forget to bring an original of my valid ID document which I used to apply for the IELTS test online, are not considered as valid reasons for lateness/absence and NO refund/transfer will be granted in such cases.

4. Transfers and Refunds administrative Fee:

4.1 I understand that regardless of the reason and regardless of the date when my application or payment was made all Cancellations and Transfers are subject to a £40 administration fee.

5. The Test Venue / the Test date

5.1 I understand that I need to note down the name of the EHWLC campus and the date I have selected for my test and ensure that I check the Campus location/directions on the EHWLC website.

5.2 I understand that by selecting a Campus I am indicating my preferred choice which might not be guaranteed. Though the IELTS Test Centre aims to accommodate my test at the Campus of my choice, the IELTS Test Centre reserves the right to transfer my test to a different test date or a different test venue subject to availability.

6. Confirmation of my test

6.1 I understand that once my online application is submitted I will receive an acknowledgement email from the online registration system. I understand that this is NOT a confirmation letter for my test. An acknowledgement of my online application and/or an automated email confirming the payment cannot be considered as confirmation of my test date/venue.

6.2 After the EHWLC IELTS Test Centre checks my documents and payment, they will send me a Confirmation email with an attachment directly from their email address ielts.confirmation@gspace.wlc.ac.uk

6.3 I understand that if I do not receive a Confirmation email with an Attachment directly from the EHWLC IELTS Test Centre email address ielts.confirmation@gspace.wlc.ac.uk no later than 3 working days before the test I should check my spam folder and immediately contact us via ielts@wlc.ac.uk. I must be able to provide a copy of an automated reply from ielts@wlc.ac.uk

7. My ID Document

7.1 I understand that when applying for the test online I should scan and upload only the colour original of either my valid

7.1.1 Passport or

7.1.2 EU ID or

7.1.3 Biometric UK Residence Permit.

7.2 I understand that any other ID documents or photocopies, even those verified or issued by a solicitor, or an Embassy or the Home Office/UKV&I are NOT accepted for the IELTS Test.

7.3 I acknowledge that the ID document number I enter on the online application must match the ID number I upload to my booking. I must bring the same document on the day of the IELTS test. If on the day of the IELTS test I do not bring the same ID document as the one which was uploaded online and accepted by the IELTS Test Centre, I will not be able to sit the test and will lose my test fee.

7.4 I should NOT upload my photo or a page with my Visa instead of my ID.

7.5 I understand that if in my ID document the validity date or photo are placed on different pages I need to upload only the ID page with my name, submit the online application and then email scans of all required ID pages to the EHWLC IELTS Test Centre at ielts@wlc.ac.uk along with my online registration number starting with 10126-.....-.....

7.6 I must be able to provide a copy of an automated reply from ielts@wlc.ac.uk

7.7 I understand that once I submit my online application, I cannot go back to change my details. If I made a mistake or downloaded a wrong ID document – I WILL NOT apply again, I need to email the Test Centre at ielts@wlc.ac.uk and ask for assistance.

7.7 I understand that EHWLC IELTS Test Centre will check the uploaded document. If the document does not meet the IELTS Test Centre requirements then they will reject the ID document and send me an email to the email address which I entered in my application form. It is my responsibility to provide a valid and correct email address and add ielts@wlc.ac.uk to my email address book or regularly check my spam/junk email folder to ensure I receive communication from the EHWLC IELTS Test Centre. Failure to download a required ID document and respond to emails from ielts@wlc.ac.uk later than 3 days before the scheduled test date may result in my IELTS test being cancelled. In this case I will not receive a refund.

7.8 I understand that it is my responsibility to upload the required/acceptable ID document when I apply for the test online. I understand that on the test day I must bring the original of the same ID document which I uploaded online and which was accepted by the EHWLC IELTS Test Centre. If I bring a different ID document I will not be allowed to sit the test and will lose my test fee. No transfers or refunds will be offered to me.

7.9 I understand that if I need to send my passport to the Home Office/UKV&I, I should either sit the test before I send my Passport away or I should not apply for the IELTS test until I get my Passport back.

7.10 I understand that if I do not have the original of the ID Document which I uploaded online and which was accepted by the EHWLC IELTS Test Centre on the day of my scheduled IELTS Test I will not be able to sit the IELTS test and will lose my test fee. No transfers or refunds will be offered.

8. Payment for the IELTS Test

8.1 The IELTS Test Fee in 2018: £165.

8.2 I understand that once I have applied for the test online I will receive an IELTS TEST APPLICATION ACKNOWLEDGEMENT email from noreply.ors@britishcouncil.org with a payment link and my individual 15 digit IELTS reference number that I can obtain from my IELTS application summary starting with 10126-xxxxx-xxxxx. This is not a Confirmation letter for my test. I should pay for the IELTS test online using my individual IELTS Reference Number within 48 hours after otherwise the test centre reserves the right to cancel my booking.

8.3 I understand that if I apply for more than one test – I should pay for each test separately using their individual IELTS reference numbers. If I do not enter the correct individual IELTS reference number the Test Centre may not be able to identify my payment and I will lose the fee(s).

8.4 I am aware that I will need only my individual IELTS reference number for paying for my IELTS test online and for all future correspondence with the EHWLC IELTS Test Centre. For my payment details I will use the same email address and personal details as I entered during the online application process.

8.5 I understand that in the event of a computer error during the online payment I WILL NOT attempt to pay for the test again by amending my individual IELTS reference number or by applying for the same Test date again. I will contact the EHWLC IELTS Test Centre via their email ielts@wlc.ac.uk and explain the problem.

9. The College Health and Safety Policy

9.1 I understand that if I wish to sit the test at Hammersmith and Fulham College venue, I agree to adhere to the EHWLC Health and Safety Policy which states that my face needs to be visible throughout the test day at these premises. I understand that if I cannot meet this requirement I should contact ielts@wlc.ac.uk for their support with this issue BEFORE I apply and pay for the test online.

10. Candidates Under 18 only

10.1 I understand that if I am under 18 I need to bring the original of the [Parental Consent Form](#) signed by my Parent or Legal Guardian. I will contact ielts@wlc.ac.uk if I wish them to email me the [Parental Consent Form](#). I understand that if I do not bring the Parental Consent Form I will not be able to sit the test and will lose my test fee.

11. Candidates with special requirements.

11.1 I understand that if I have special requirements I must provide original supporting medical evidence written by a fully qualified psychologist (educational, clinical or chartered) containing detailed recommendations and special requirements for my test to us via email ielts@wlc.ac.uk as soon as you applied for the Test. The medical evidence must be in the form of a report in the English Language or translated, prepared by a in a period no more than two years before the test date. Requests for extended additional time and modified test materials must be submitted at least 3 months before the test.

12. Before applying and paying for the test online I confirm that I have read and agreed with the EHWLC IELTS Test Centre Terms and Conditions and will make sure that

12.1 a clear colour scan of the original of my valid ID document (please see the list of accepted ID Documents above) has been uploaded. If due to technical reasons I cannot upload my ID during the online application process I will send a scanned copy of my ID via secure email to ielts@wlc.ac.uk

12.2 on the day of my scheduled IELTS test I will have the **original of the ID Document which I uploaded online** and which was accepted by the EHWLC IELTS Test Centre.