

USEFUL INFORMATION FOR IELTS CANDIDATES

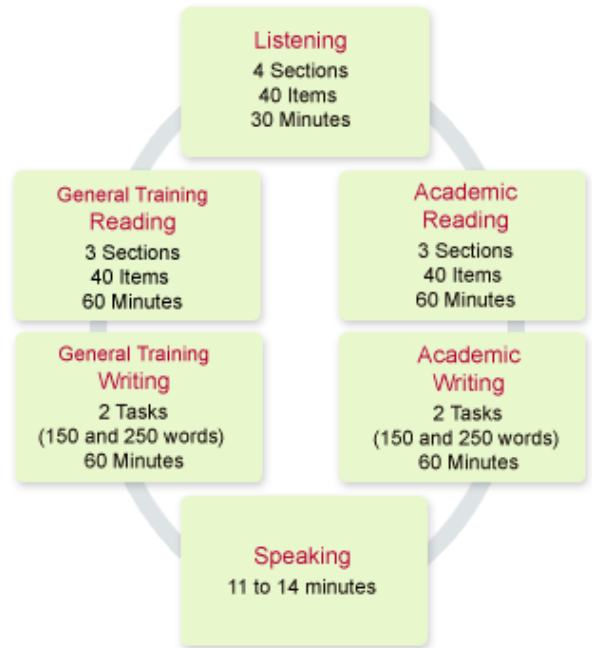
IELTS (The International English Language Testing System) is designed to assess the language ability of candidates who intend to study or work in the medium of English.

RECOGNITION

- **IELTS** is recognised by educational institutions (almost all higher educational institutions in the UK and over 2500 in the USA, including prestigious Ivy League colleges), government agencies and professional bodies all over the world. A full list of institutions recognising IELTS is available on the IELTS website www.ielts.org.
- **IELTS** is required by immigration authorities of Australia, New Zealand and Canada for immigration purposes.
- **IELTS** (band 6,5 or more) is required by Home Office in the UK as a language qualification for people applying for British citizenship.

IELTS TEST FORMAT

IELTS is composed of **four modules** (Listening, Reading, Writing, Speaking) and is available in two versions: Academic and General Training. The choice of the test version depends on the requirements of a given institution.



IELTS AND THE COMMON EUROPEAN FRAMEWORK – CEFR

IELTS	CEFR	CAMBRIDGE exams
8.5 – 9.0	C2	CPE
7.0 – 8.0	C1	CAE/ BEC Higher
5.5 – 6.5	B2	FCE/ BEC Vantage
4.0 – 5.0	B1	PET/ BEC Preliminary

REGISTRATION

IELTS is organised by British Council office in Prague every month and every second month in Brno. In fixed dates you can register for IELTS in Olomouc and Pilsen. It is also possible to conduct the test at another venue at the request of an institution registering a large group of candidates.

The **IELTS** exams take place in the following cities:

- Prague
- Brno

If a sufficient number of interested people are not registered in the given place for a certain date, the British Council reserves the right not to organise the exam in that place. In such a case, you will, of course, be notified in time and you will have the opportunity either to choose another centre for taking your exam or we will refund the full amount of the registration fee to you.

For more information contact Pavla Stara at pavla.stara@britishcouncil.cz

ONLINE REGISTRATION

To register for the IELTS exam you need to complete your **registration online**.

Please study carefully the Terms and conditions before clicking on APPLY NOW.

During this process you will have the option of **uploading your ID document** (you can either upload a colour copy of your ID document during the application process or send it to us by email to english.exams@britishcouncil.cz).

ID accepted: Passport or National ID card (**ONLY PASSPORT for candidates taking the test outside their own country**).

Make sure the following is clearly visible in the **uploaded document**:

- Your picture
- Your signature
- Date of birth
- Passport/ID card number
- Expiry date

Your scanned document must be in JPEG, GIF or PNG format. The dimensions must be smaller than 1600 by 1600 pixels and the file size should be 1.5MB or less

IF YOU HAVE NOT CHOSEN TO UPLOAD YOUR ID DOCUMENT send a clearly legible, colour copy of your valid passport OR your national ID card (whichever you have indicated on your application form) to english.exams@britishcouncil.cz. This must include a copy of the page on which your **picture, signature and expiry date** are written.

IF YOU HAVE NOT CHOSEN TO PAY BY CREDIT CARD send a copy of your payment confirmation to english.exams@britishcouncil.cz.

WARNING

Your registration will only be confirmed after the verification of your ID document and the payment. Please deliver these within 5 days after your registration.

HOW TO PAY

The exam fee is 5100,- CZK

Payment Deadline: You must pay for your IELTS test **within 5 working days from registration.**

- **ON LINE PAYMENT – using your credit/debit card at the end of the online registration process**
- **BANK TRANSFER PAYMENT** – please state the following information:
 - Account holder's name: British Council
 - Recipient's account number: 2048040318/2600
(for international transfers use IBAN CZ4926000000002048040318, BIC code: CITICZPX)
 - Variable code: according to the centre where you want to take the exam:
Prague 9001, Brno 9007, Pilsen 9008, Olomouc 9006
 - Specific code: your date of birth in the 'ddmmyyyy' format
 - Message for payee: **IELTS test date and candidate's name**
- **PAYMENT BY CREDIT/DEBIT CARD** – possible in the British Council offices in Prague and Brno.
- **PAYMENT IN CASH** – possible in the British Council offices in Prague and Brno.

The British Council is not a payer of VAT.

BLOCK ENTRY REGISTRATION

Institutions registering candidates collectively are responsible for the correct and timely registration of their candidates and for paying the fee for them in time. They are also responsible for acquainting their candidates with the terms and conditions of the registration and distributing a timetable for the exam.

SPECIAL ARRANGEMENTS FOR THE COURSE OF THE EXAM

Candidates with special needs requiring the **adaptation of test papers** (e.g. hearing/sight impairment), should submit their application for special arrangements complete with medical evidence to the British Council no later than 3 months before the test date

Candidates with special needs requiring **administrative changes** (e.g. the use of headphones, computer, etc.) should submit their application for special arrangements complete with medical evidence to the British Council no later than 6 weeks before the test

Candidates with dyslexia should submit a report provided by a fully qualified educational, clinical or chartered psychologist no later than 6 weeks before the test date.

The medical evidence must:

- be in the form of a report prepared in a period no more than two years prior to the date of the examination
- include details of the degree of disability
- include names of the test used to diagnose dyslexia.

The organisers of the test may not be able to provide the service requested.

The requests submitted after the end of the regular registration period will not be accepted.

BEFORE THE EXAM

INVITATION TO THE EXAM

All candidates will receive an invitation with information on the dates, times and place of the exam 10 days before the first part of the exam. The invitation will be send by email given by the candidate at the registration.

!!If you do not receive the invitation by the set deadline, you should contact us!

ON THE DAY OF THE EXAM

DATES OF SPEAKING PARTS

Please note that the speaking part may be taken in the period of seven days before or after the written test. The candidates will be informed two weeks before the written test date.

ARRIVAL AT THE EXAM

You should **arrive in time** for each individual part of the exam as stated in the INVITATION. Find out in advance how much time you will need to get to the place where the exam will take place. Please mind that a photo will be taken of each candidate before the start of the test. If you arrive late, it can regrettably happen that you will not be allowed to take the exam.

TEST DAY PHOTO INFORMATION

Test locations will **take a photograph of you** on the test day – this photograph taken by the test centre will appear on your Test Report Form (TRF). More information about Test Day photo please find at www.britishcouncil.cz in the section **On the test day**.

WHAT TO BRING WITH YOU

- **Passport or National ID card** that you stated in your application (**ONLY PASSPORT for candidates taking the test outside their own country**). Driving licenses and student IDs are no acceptable proof of identity. **Candidates without a valid ID will not be allowed to sit the test.**
- water in a bottle with no label
- pen (the British Council will provide you with pencils and erasers)

We recommend that you should refrain from bringing expensive personal things with you.

We would suggest that you also read the official http://www.ielts.org/test_takers_information/faqs.aspx

WARNING: Mobile phones or any other electronic devices are not allowed in the test room. Every candidate who uses any type of electronic device during the exam will be disqualified.

COMMENTS ON THE RUNNING OF THE EXAM

If you have any comments on the running of the exam, you should contact the Supervisor in charge in the hall immediately after the exam.

MATERIALS FROM THE EXAM

We would like to inform you that all the candidates' work becomes the property of Cambridge English Language Assessment and British Council and therefore it is regrettably not possible to make it available to you for inspection.

REFUNDING THE EXAM FEE

The registration for an exam is binding. After the end of registration deadline, the exam fee cannot be refunded.

100% REFUND

If you decide to cancel your registration before the end of the registration deadline, you are entitled to refund of 100% of the exam fee. A completed **Request on Refund form** must be submitted to Examinations Services at the British Council in Prague or Brno no later than the last day of the registration deadline.

75% REFUND

You are entitled to 75% refund of the registration fee if the request is made due to:

- a candidate's serious illness (e.g. hospital admission)
- death of a close family member
- hardship/trauma, e.g. a traffic accident
- military service

A completed **Request on Refund form** must be submitted to Examinations Services at the British Council in Prague or Brno **no later than 5 working days after the test date**. The request must be supported by original medical certificate covering the test date.

The form is also available on our website www.britishcouncil.cz and at the British Council offices.

Candidates are not entitled to a refund if:

- the cause is different from the ones mentioned above
- the application is not accompanied by appropriate official documentation and/or evidence
- the application is made later than 5 working days after the test date

RESULTS AND CERTIFICATES

IELTS Test Report Forms (TRFs) are issued on the **13th day following the test**.

A candidate receives one copy of the TRF with scores from 4 test modules and the overall band score (1 to 9). TRFs are recommended as valid for two years. One copy for the candidate and up to 5 copies to receiving institutions indicated in the Application Form is sent at no extra charge by registered post. Candidates may collect TRFs in person or through an authorised person. The test centre must be notified of this fact no later than 7 days after the written exam and an authorisation form completed by the candidate.

ONLINE RESULTS

IELTS candidates can view their results online from 3 p.m. on the 13th day after their exam date. This service is available to all candidates. To access your results please go to the IELTS Online Results webpage and follow the instructions: <https://ielts.britishcouncil.org/CheckResults.aspx>

In order to maintain secure protection of personal data, we do not communicate the results either over the telephone or by e-mail.

If a candidate is unhappy with their results, they may apply for an Enquiry on Results. This is a paid service, the remark fee is GBP 60. Candidates requesting a re-mark of their results must complete an Enquiry of Results Form and submit it, together with proof of payment of the re-mark fee, at the test centre at which they took their

test **within 6 weeks of the test date**. The result of the re-mark is available 8 weeks after British Council London receives the materials.

If the re-mark results in an improvement of the candidate's score, the candidate receives a full refund of the re-mark fee.

PREPARATION FOR THE TEST

A preparation course is not a requirement for candidates who want to register for IELTS. However, candidates who wish to receive tuition may attend an IELTS preparation course organised by the British Council in Prague.

DISCLAIMER

"The British Council and the Examining Boards take all reasonable steps to provide continuity of service. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The British Council's liability will be limited to the refund of the registration fee or re-testing at a later date."

PERSONAL DATA PROCESSING AGREEMENT

In organizing exams the British Council needs to collect, keep and process personal data, specifically name, home address, home telephone or mobile number, email address and identity card expiration date. British Council will store such personal data for any required time up to a maximum period of (3) three years from the candidate's exam registration date. The candidate has the right to inquire as to the information at any time within this time frame in accordance with the provisions of Section 12 and ask the British Council, in justified cases, to act according to the provisions of Section 21, Act No. 101/2000 Coll, Personal Data Protection.

In accordance with Section 5, Act No. 101/2000 Coll, on the Protection of Personal Data, the hereabove mentioned candidates' data is collected and processed exclusively for the purposes of examination management, record-keeping of database of candidates, offering other services to candidates and statistical processing of data and examination results. Such aim cannot be effectively achieved in any other way.

USEFUL WEBSITES

www.takeielts.britishcouncil.org

www.ielts.org

