

## Registration Guide

### 1. When and how can I apply IELTS test?

- a) Fill in the attached application form (**in CAPITAL LETTERS**).
- b) A copy of **one** of the following proofs of identity:
  - Passport
  - National Identification Card (*Thai candidates only*)

You need to present the above original proof of identity when registering and on your scheduled test date. Please note that student cards and other proofs of identity are not accepted. The original proof of identity must be presented when registering.

- c) Pay the registration fee when you register. To ensure a place, registration should be completed as far in advance as possible – ideally more than 5 weeks (about 6 weeks) prior to the test.
- d) Registration closes 3 days prior to test dates.

### 2. Test fee: 6,500 Baht

**Method of payment:** We accept cash, debit card and credit card (Visa and Master Card) only.

### 3. Can I POSTPONE or CANCEL IELTS after I have registered for the test?

Postponement/cancellation must be made **5 weeks (35 days) prior to the scheduled test date**.

In addition, postponement can only be made **ONCE** to the previous or next available session and *cancellation will not be allowed afterwards*. Please complete the forms at Siam Square Centre. A **postponement fee of 800 Baht** or a **cancellation fee of 1,400 Baht** will be charged in any circumstances. Cancellation and postponement within five weeks of the test date means cancellation of the test (without any refund) and re-application.

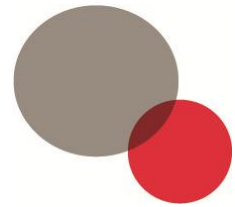
Documents for cancellation:

- a) Bank details (Savings account only)
- b) An original receipt

***The testing centre reserves all rights not to process any postponement or cancellation.***

### 4. Can I AMEND Test Module from AC to GT or vice versa?

Amendment on test module must be made **14 days prior to your registered date**. In case there is no seat available on your original registered date, the test centre will transfer you to the next available session. An **Amendment fee of 500 Baht** will be charged in any circumstances. An original receipt is required for amendment process.



## ON TEST DATE

**5. Test Venue: The Landmark Bangkok Hotel**, 7<sup>th</sup> Floor, 138 Sukhumvit Road, Bangkok, Tel. 02 254 0404  
[www.landmarkbangkok.com](http://www.landmarkbangkok.com) , **BTS Nana (Exit 2)**, unless indicate otherwise.

## **6. What do I need to bring with me on the test date?**

You must bring proof of payment (receipt) and proof of identity (**as cited on your application form**). In Thailand, only two forms of identification are accepted, an original passport and/or Thai ID Card. You **are not allowed** to bring any personal belongings, including stationery, into a test room. Please note that **the British Council is not responsible for any loss or damage to your personal belongings**.

## **7. IELTS Biometrics Security Enhancement System on the test day**

IELTS is taking test day photographs and fingerprint of candidates at British Council Bangkok, Thailand.

With 20 years development, IELTS is recognized for its integrity, fairness and authority by up to 6000 receiving organizations worldwide. The new policy reflects IELTS strategy of continued test service improvement as well as security enhancement.

Test-day photographs will appear on the IELTS Test Report Form. Candidates' digital photographs and fingerprint scan will be used only for the purpose of the IELTS test and will be treated as highly confidential in accordance with international data protection law and the Thai Information Law, Official Information Act B.E.2540 (1997).

Candidates under 16 years should be accompanied by an adult when giving their biometric data.

## **8. What will happen if I am LATE or ABSENT?**

You will not be permitted to sit the examination if you arrive late. **No candidates will be allowed to enter the exam room after the commencement of the Invigilator Script**. In case of an absence, no refund will be made to any candidate. In the case of an absence due to the illness, the candidate must present a valid, genuine medical certificate from a hospital to the Examinations Services Manager on the test date or the following working day **ONLY**. The postponement can only be made **ONCE** to the next available session. A postponement fee of 800 Baht or a cancellation fee of 1,400 Baht will be charged.

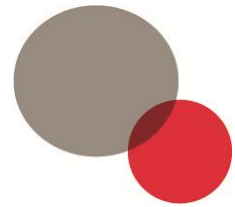
## **9. How long is the test?**

You must arrive at the test venue around **07:50-08:00**. The listening, reading and written tests are finished by 12:00. The speaking test will take place at a pre-designated time at 13:00 onwards.

## **10. IELTS test timetable**

07:50 – 08:00	Attendance at test venue
08:01 – 08:50	ID check, Photos taken & Fingerprint scanning
08:51 – 09:00	IELTS test instructions
09:01 – 09:30	Listening test
09:31 – 09:40	Transfer time
(10 minutes for collecting Listening papers and distributing Reading papers)	
09:51 – 10:50	Reading test
(10 minutes for collecting Reading papers and distributing Writing papers)	
11:01 – 12:00	Writing test
13:00 – onwards	Speaking test (11 - 14 minutes per candidate)

**A candidate must reserve the whole day for the examination.**



## AFTER THE TEST

### 11. When will I know the **RESULTS**?

With effective from 1 April 2014, the original Test Report Form (TRF) will be sent by Express Mail Service for Thailand destinations and normal mail for overseas destinations.

#### Remarks:

1. We reserve the right not to send TRF to unclear and incomplete address. These TRF will be kept at British Council Siam Square for 2 years. Uncollected TRF will be destroyed after two years.
2. Candidates who live outside Thailand can request to send the TRF by courier. Candidate must pay the courier fee at British Council Siam Square at least two days in advance of releasing result date.
3. Self-pick up option is available if request is made on test date.

***Under no circumstances will results be revealed over the telephone.***

Online IELTS Results Service will be available 13 days after the IELTS test at: <http://ielts-results.britishcouncil.org/> or [www.britishcouncil.or.th](http://www.britishcouncil.or.th)

### 12. Will the Test Centre send copies of my TRF to the academic institutions I am applying to?

Yes, if you have **fully completed** the details on the application form. We will send a copy(s) of the TRF at no extra charge **by normal mail** up to 5 institutions if names/addresses are listed accordingly on the application form which is **submitted on registration date**. Please note that the testing centre reserves all rights not to process any copies of TRF if the names/addresses are unclear and/or inappropriate. If you want us to send TRF(s) to institution (s) after the results have been released, you will be required to pay an additional 500 Baht for each institution/copy.

### 13. Can I get a copy of the TRF?

You will receive **ONLY ONE** original TRF, so please ensure that it is kept in a secure place.

**Please note that the replacements of Test Report Forms are not provided in any circumstances.** Nevertheless, apart from the 5 copies for the academic institutions, if you want us to produce and send another institutional copy of your TRF, you will be asked to pay an administration fee of **500 Baht per copy plus postage fee**. We will mail your copy to the recipient directly, therefore, you need to provide the institutions' address and fill in the extra TRF request form at the Registration Point. The centre is unable to issue TRF of test result beyond two years.

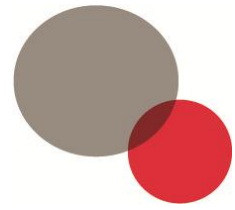
### 14. Can I have the results **RE-MARKED** if I am not satisfied with them?

Yes, you can. However, this must be done within 4 weeks after the result is released. Candidates are entitled to request a full re-mark (i.e. all test papers) or a partial re-mark (i.e. one or more modules). You need to fill out the form at the Registration Point. The fee for the re-mark is 4,000 Baht per candidate.

### 15. What score do I need?

You must check the score requirements with your prospective receiving institutions/sponsors or from [www.ielts.org](http://www.ielts.org)

(Test Takers Section)



## 16. Test Dates

### Test dates for 2015

January	10*, 17, 29, 31	July	4, 11*, 23, 25
February	7*, 12, 14, 28*	August	1*, 8, 13, 29*
March	12, 14*, 21, 28*	September	3, 12*, 19, 26*
April	11, 18*, 25, 30	October	8, 10, 24*, 31
May	9*, 16, 21, 30*	November	7*, 14, 19, 21*
June	6, 13*, 18, 27*	December	3, 5*, 12*, 19

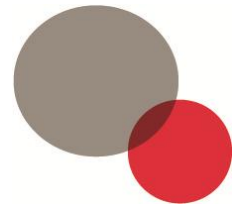
**Note:** Asterisk\* dates are General Training and Academic modules.

Non-asterisk dates are Academic module only.

## 17. Office hours:

### Registration

Siam Square Centre:	MON-SUN 8.30- 18.00	Tel: 02 657 5678
Lad Prao Centre:	MON - FRI 11.00 – 19.30 / SAT – SUN 8.30 – 18.00	Tel: 02 937 1037-9
Pinklao Centre:	MON - FRI 10.30 – 19.00 / SAT – SUN 8.30 – 18.00	Tel: 02 884 9944-6
Chaengwattana Centre:	TUES - FRI 11.00 – 19.30 / SAT – SUN 08.30 – 17.00	Tel: 02 835 3401-2
Srinakarin Centre:	TUES – FRI 11.00-19.30/ SAT –SUN 08.30 – 17.00	Tel: 02 787 2577-8
Telephone inquiry:	MON-SUN 9.00 – 17.30	



## IELTS Declaration Form

- You must arrive on time for all examinations. If you are late, you may not be allowed to take the examinations.
- You must provide proof of your identity bearing a photograph when asked by the Supervisor.
- You must only have on your desk the materials and equipment for the papers you are taking, e.g. 2B pencil and eraser. These items will be provided by the test centre.
- You must not cheat, take part in any unfair practice or break the rules in any way when taking the examination.
- Any candidate using or attempting to use a dictionary, spell-checker, cassette recorder or mobile phone will be disqualified.
- Mobile phones and pagers must be switched off and placed with personal belongings in the area designated by the Supervisor. Any candidate who does not comply with this rule will be disqualified immediately.
- You must not talk to or disturb other candidates once the examination has started.
- You must stop writing when the time allowed for each test ends.
- Smoking, eating and drinking are not allowed in the examination room.

## Examination Instructions

- Listen to the supervisor and do what you are asked to do.
- Fill in any details required on the front of your question paper and your answer sheet before the start of the examination.
- You must not turn over question papers until instructed to do so.
- Tell the Supervisor or Invigilator at once if:
  - you think you have not been given the right question paper;
  - the question paper is incomplete or badly printed;
  - you cannot hear the listening test clearly.
- Read carefully and follow the instructions printed on the question paper and on the answer sheet. Your answers will not be marked if the instructions have not been followed.

## Advice and Assistance

- If during the examination you are in doubt about what you should do, raise your hand to attract attention. The Invigilator will come to your assistance.
- You may not ask for, and will not be given, any explanation of the questions.
- If on the day of the examination you feel that your work may be affected e.g. ill health or any other reasons, tell the Supervisor or Invigilator.

## Leaving the Examination Room

- You may not leave the examination room without the permission of the Invigilator.
- Do not make any noise near the examination room.

**ANY VIOLATION OF THESE RULES AND REGULATIONS MAY CAUSE DISQUALIFICATION OF THE CANDIDATE.**

✂ .....

I have read and fully understood all information in the Registration Guide and will follow all the instructions stated. A digital photograph and fingerprint scan will be taken of me on the test day to assist in the confirmation of my identity. I acknowledge that this digital photograph will be printed onto the IELTS Test Report Form issued under my name and with my identity details and will be provided to the Recognising Organisations to which I apply.

Name of CANDIDATE: .....

Signature of CANDIDATE: .....

Test date: .....

Date of Registration: .....

**The British Council is not responsible for any loss or damage to your personal belongings**