Notice to Candidates

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. For computer delivered IELTS, tell the invigilator at once if you don't see the correct test on your computer screen of if the test 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 sections of the test. If you do not attend all four sections, 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 any issues, concerns or complaints relating to the delivery of the test you can submit a complaint. All complaints will be dealt with in line with our Complaints Policy available on ielts.org
- 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 engaging in malpractice may be banned from taking the test in future, and may be liable to legal action. Candidates engaging in malpractice may be reported to regulatory authorities globally.

Your IELTS test result

- Results are issued by centres, usually 13 days after the test for paper based IELTS or 3-5 days for computer delivered IELTS.
- 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 (paper-based) or 3-5 days (computer delivered) 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 sections.
- 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 sections.
- 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

- For information on cancelling your IELTS test or requesting a transfer, please go to ielts.org.

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.