

General Information 2013

Version updated November 2013



“Unlock the
world with
IELTS”



IELTSTM

Official Test Centre

IELTS TEST SCHEDULE IN

2013	HCMC & CAN THO			
	Sep	07*, 21* & 28	Oct	12*, 19 & 26*
	Nov	09*, 16 & 30	Dec	07*, 12 & 14*
	HANOI & HAI PHONG			
Sep	07*, 21* & 28	Oct	12*, 19 & 26*	
Nov	09*, 16 & 30	Dec	07*, 12 & 14*	
2014	HCMC & CAN THO			
	Jan	09, 11 & 18*	July	10*, 12, 19* & 26
	Feb	13, 15* & 22	August	02*, 09, 16* & 21
	March	01, 08* & 15*	Sep	06*, 20* & 27
	April	05*, 12 & 26	Oct	11, 18* & 25
	May	10*, 17* & 24	Nov	01*, 08 & 22*
	June	07*, 21* & 28	Dec	06*, 13* & 20
	HANOI & HAI PHONG			
	Jan	09, 11 & 18*	July	10*, 12, 19* & 26
	Feb	13, 15* & 22	August	02*, 09, 16* & 21
	March	01, 08* & 15*	Sep	06*, 20* & 27
	April	05*, 12 & 26	Oct	11, 18* & 25
May	10*, 17* & 24	Nov	01*, 08 & 22*	
June	07*, 21* & 28	Dec	06*, 13* & 20	

● IELTS Test schedule in Can Tho

* Dates are both Academic and General Training

● IELTS Test schedule in Hai Phong

IELTS APPLICATION PROCESS

ENQUIRY

- By phone
- By email
- Walk-in

Please refer to the back cover page of this booklet for our contact details.

PREPARATION

- Free 30 hour online course – “Road to IELTS”.
- Preparation courses / workshops (available at British Council Hanoi and HCMC office)
- Free membership to our modern information centre
- Free IELTS study guide booklet and CD-ROM ‘Tips for IELTS’

APPLICATION

Online Registration

Complete the application form on the IELTS Online Registration and Payment webpage.

- Send a copy of your National ID or a valid passport that shows your ID/ Passport number and picture to us via email.
- Payment of VND 3,200,000 with a valid credit card.

Registration via Counter / Post

Fill in the application form, sign it and submit together with

- Two passport-sized photographs (without glasses) taken within six months
- A copy of your National ID or a valid Passport that shows your ID / Passport number and picture.
- Test fee of VND 3,200,000 (British Council Hanoi and HCMC – Cash, Credit Card and Bank transfer; Hai Phong and Can Tho – Cash only). Please do not send cash via post or the application will be rejected.

CONFIRMATION

Online Registration

- Upon registration, IELTS Registration Confirmation with online system user account details will be sent to your email.
- Payment Confirmation email will be sent to you once payment is settled.
- An email with test details will be sent to you a week before the test day. You can also view and print the information on our online registration system under “My Test” section after login.
- There are no cancellations. Test date transfer can only be accepted once fully filled deferment form must be received by British Council staff by two weeks before test day

Registration via Counter / Post

- Upon registration, a confirmation letter will be issued to you stating the date, time and venue of the test. Please take note that the speaking test could be conducted within 7 days before or after the written tests.
- The test cannot be cancelled / postponed within 5 weeks of the test date.

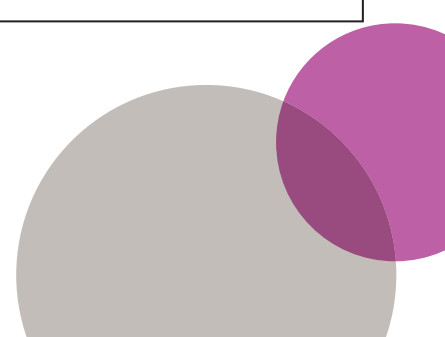
Please bring the confirmation letter on the test day.

ACTUAL TEST DAY

- You should bring the confirmation letter (with your details) on the test day
- You must register with your ORIGINAL ID document (National ID or Passport) as indicated on the application form.
- If you are unable to produce your original ID document, you will NOT be allowed to sit for the test.
- Pencil will be provided.
- Personal belongings..... your ID document, pens, pencils, erasers, pencil sharpener and one clear water bottle into the test room
- You are not allowed to leave the test room during any module of the test, even if you finish the test before the designated time.

RESULTS

- Results are given on a Test Report Form (TRF). You have to collect it personally 13 days after the written tests with your ORIGINAL ID document.
- You can also view your results online on the 13th day after the test.
- All Test Report Forms will not be mailed unless requested beforehand.
- Results cannot be revealed over the phone, email or fax.
- Requests to send additional copies of the Test Report Form to organisations / institutions may be made by completing the appropriate form.



Important Guidelines for Registration

- The two passport-sized colour photographs used for registration must:
 - be in colour
 - be identical
 - be no more than 6 months old
 - be taken against a plain background so that features are clearly distinguishable
 - be undamaged
 - be in sharp focus and clear
 - be print quality of professional standard
 - be a close-up of the head and shoulders
 - show the candidate looking straight at the camera
 - show the candidate with a neutral expression
 - show the candidate with mouth closed
 - show the candidate with eyes open and clearly visible
 - show the candidate without glasses
 - not show any shadows
 - not show anything covering the face, the outlines of eyes, nose or mouth
- Candidates are advised that only an **ORIGINAL ID CARD** or **PASSPORT** is accepted as 6 months. Passport must be signed with a minimum validity of 6 months.
- Candidates are required to show the **ORIGINAL ID DOCUMENT** during the following 4 occasions:
 - Registration
 - Report for Speaking Test
 - Report on the Test Day
 - Collection of Results
- If your passport is at the embassy/institution for visa processing, you should request from the organisation to return it to you for IELTS registration purpose and for taking the test. The organisation should be able to accommodate such request.
- Any letter stating that your passport is held by the organisation will NOT be entertained.
- Candidates who are unable to produce their ORIGINAL ID DOCUMENT are PROHIBITED to sit for the test.

Payment details

Testing Fee: VND 3,200,000 (payable to “British Council”)

The following centres accept the following modes of payment:

Centre	Bank Transfer	Credit Card	Cash
British Council Hanoi	Yes	Yes	Yes
British Council HCMC	Yes	Yes	Yes
Paragon Language Centre - Hai Phong	No	No	Yes
Foreign Language Centre, Can Tho University	No	No	Yes

- Via a bank transfer

6A. IN HANOI:

The Receiver should be:

Ms Nguyen Phuong Ngoc, Exams Services Executive, British Council, 20 Thuy Khue, Tay Ho, Hanoi.

The test fee of VND 3,200,000 can be made by bank transfer to this account:

Beneficiary name:	BRITISH COUNCIL VIETNAM
Account no.:	0-201047-013
Bank:	Citibank Hanoi Branch 17 Ngo Quyen, Floor 1, Hanoi, Vietnam
Instruction:	IELTS test fee of <candidate's name> test date...

When you finish the bank transfer, please fax the transaction document to us:

At 84 (0)4 3843 4962 – Attn Ms Nguyen Phuong Ngoc or email it to us via ngoc.nguyenphuong@britishcouncil.org.vn

6B. IN HO CHI MINH CITY

The Receiver should be:

Ms Tran Thi Mai Trinh, Exams Services Executive, British Council, 25 Le Duan Street, District 1, HCMC

The test fee of VND 3,200,000 can be made by bank transfer to this account:

Beneficiary name:	BRITISH COUNCIL VIETNAM
Số tài khoản:	0-201047-013VIH
Tên Ngân hàng:	Citibank HCMC City 115 Nguyen Hue Blvd; district 1, HCMC
Nội dung:	IELTS test fee of <candidate's name> test date...

When you finish the bank transfer, please fax the transaction document to us:

At +84 (0)8 3823 2861 – Attn Trinh Tran or email it to us via trinh.tran@britishcouncil.org.vn

Additional Test Report Form (TRF)

Each candidate receives one TRF. However, up to five TRFs will be sent free of charge to the institutions of your choice within one month from the test date.

Thereafter, candidates who require additional copies to be sent to institutions and organisations must complete the "Application for the Issue of Additional TRFs" form. A charge of VND 100,000 per copy is applicable. Courier services could be arranged and will be charged separately. Candidates may apply to the centre where they took the test for further copies of the TRF for a period of two years from the test date. Additional copies can only be sent to receiving organisations, not given to candidates.

Enquiry on Results (Re-marking)

Re-marking fee: VND 2,200,000

Candidates who wish to have their test reassessed may do so by filling an Enquiry on Results (EOR) form within 6 weeks of the test date. Results are usually reported within 8-10 weeks of receipt of the candidate's exams material in the UK. The form is available from our office at the British Council. *The full fee will be refunded if a result is changed to a higher band score.*

Fee Refunds/Cancellation Policy

1. There are no cancellations. In exceptional cases such as serious illness on the test date where medical evidence (e.g. medical certificate from a state hospital with the hospital stamp) is required, cancellations can then be considered. Medical evidence must be submitted within five working days after the written test date. When cancellation is accepted, you will only receive a refund of 75% of the test fee.
2. Notification for Test date transfer must be given in writing on the form provided. Test date transfer can only be accepted once. Fully filled deferment form must be received by British Council staff by 17:00 on Friday two weeks before a Saturday test and by 17:00 on Wednesday two weeks before a Thursday test
3. Candidates who wish to transfer test dates within the two-week period prior to the test date will be treated as a cancellation and receive no refund.
4. **Candidates who are absent on the test day will lose their full test fee.**
5. Candidates without an original ID Card/valid passport (whichever photocopy of the document submitted during application) will not be allowed to take the test and will be marked absent on the test date. Candidates will lose their full test fee.

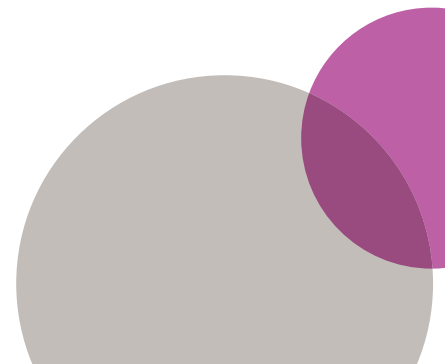
Serious causes include:

- **Serious illness – e.g. hospital admission or serious injury (does not include minor illness such as a mild cold)**
- **Loss or bereavement – death of an immediate family member (parent, parent-in-law, sibling, spouse or child)**
- **Hardship/trauma – victim of crime, victim of a traffic accident**
- **National service**

The above must be supported by official documents such as medical report, police report, etc.

Cancel – registered for the IELTS test but subsequently does not want to take the test anymore.

Transfer – registered for the IELTS test on a specific test date but subsequently wish to change to a different test date



Frequently Asked Questions

What is IELTS?

IELTS is the International English Language Testing System which tests English proficiency across the globe. Conducting over two million test in the last 12 months globally, IELTS is the world's most popular high stakes English language proficiency test.

Where can I take IELTS?

You may take the test at the British Council in Hanoi, Ho Chi Minh City and our Test Venues in Hai Phong and Can Tho. Please refer to the back cover page of this booklet for contact details.

When can I take the IELTS?

IELTS is usually available 2 to 3 times a month. Please refer to the test dates in this booklet.

Which organisations accept IELTS?

IELTS is accepted by more than 6000 organisations worldwide. These include universities, immigration departments, government agencies, professional bodies and multinational companies. To search for a recognising institution, use the IELTS Global Recognition System at <http://takeielts.britishcouncil.org/choose-ielts/who-accepts-ielts>

Do I have to do the whole test in one day?

The Listening, Reading and Writing components are always completed immediately one after another. The Speaking test is schedule within a period of 7 days before or after the written tests.

What can I bring into the test room?

- Pencils will be provided by the Test Centre. You are only allowed to have:
 - Pens Pencils
 - Erasers
 - Pencil sharpeners
- One clear water bottle may be brought inside the test room.
- A valid ID document (original ID Card or Passport) must be supplied when you register for the IELTS test. The document will be checked by the test supervisor and the Speaking examiner.

When will I receive my results?

Only 13 calendar days after the test day.

Can I check my results online?

Yes, results are available online on the 13th day. Please refer to www.britishcouncil.org.vn to check your results online.

What do I get when I have taken the test?

You will receive a Test Report Form (TRF) with your overall score and details of how you performed in each component. The TRF includes your photograph for security purposes. The Test Centre can arrange for a TRF to be sent free of charge up to up to five organisations within one month from the test date. The organisations have to be detailed in your IELTS application for additional TRF. After one month from the test date.

Candidates who require additional copies to be sent to IELTS recognising organisations must complete the Application Form for the Issue of Additional TRFs. A small charge will be imposed. Courier services can be arranged with separate charges. If you are applying to an organisation that has access to IELTS online verification, your score could be verified online and your application could be processed faster.

How soon can I repeat the test?

There is no limit on the number of times you can sit for the test. However, you are recommended to do additional study before taking the test again. Our Offices in Hanoi and Ho Chi Minh City offer preparatory courses and language classes. You can also improve your skills by using the IELTS resource books.

What help is available for disabled candidates?

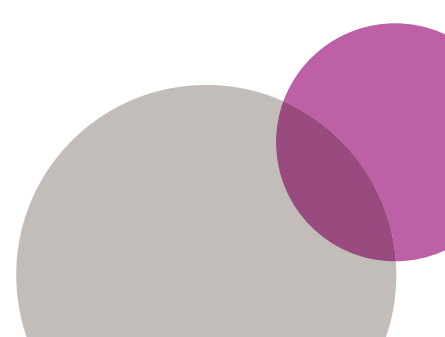
We make every effort to cater for the special needs of disabled candidates. It is our aim for all candidates to be assessed fairly and objectively. If you require special requests, you should apply at least 3 months ahead in order for appropriate arrangements to be made.

What happens if I want to postpone or cancel my test?

- There are no cancellations. In exceptional cases such as serious illness on the test date where medical evidence (e.g. medical certificate from a state hospital with the hospital stamp) is required, cancellations can then be considered. Medical evidence must be submitted within five working days after the written test date. When cancellation is accepted, you will only receive a refund of 75% of the test fee.
- Test date transfer can only be accepted once. Fully filled deferment form must be received by British Council staff by 17:00 on Friday two weeks before a Saturday test and by 17:00 on Wednesday two weeks before a Thursday test

Can I use my driving licence or student identity card as proof of identity?

No. Driving license, student identity card and any other identification documents are not acceptable. Only valid ID document – National ID card or Passport is allowed. The original ID document specified on the application form has to be brought along on the test day.



What happens if I am absent on test day without giving prior notice?

You will lose your full test fee. However, if the absence is caused by illness or serious causes, the supporting document such as medical report, police report, etc has to be provided within 5 calendar days after the test day. A full fee will be refunded minus a local administration charge. The approval will be solely based on the Test Centre's discretion.

What if I am not happy with my score(s)?

If you believe you did not get the bandscore you deserve, you can request an Enquiry on Results (EoR) at the centre where you took the test. You must do so within 6 weeks after the test by submitting the EoR form and pay the administration fee. The fee will be fully refunded if your score changes to a higher bandscore. Note that IELTS Examiners and markers follow strict assessment guidelines and are regularly monitored. The IELTS testing process has the highest quality control procedures.

Is there a minimum age for candidates taking IELTS?

IELTS is not recommended for those under 16 years old.

Where can I obtain more information?

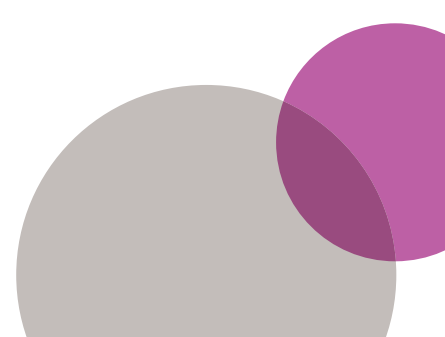
Visit www.britishcouncil.org.vn or your nearest IELTS Test Centre. We are happy to provide advice and assistance.

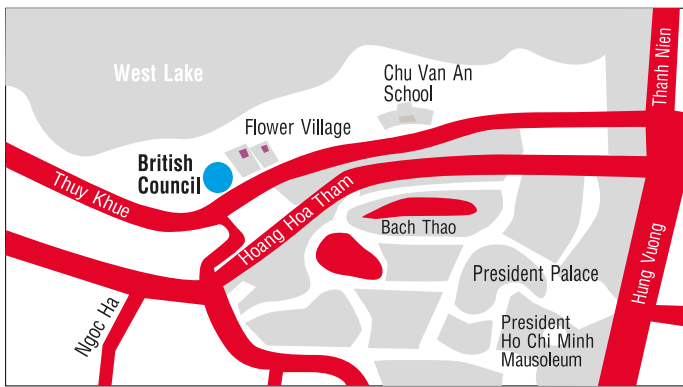
TAKING IELTS WITH THE BRITISH COUNCIL

- Test fee of VND 3,200,000 which includes free access to a 30-hour online preparation course – Road to IELTS.
- More than 2 million candidates in the world take IELTS annually.
- Results in only 13 days and also available online.
- The best test conditions – clean and comfortable venues, excellent sound system and free IELTS study guide booklet and CD-ROM 'Tips for IELTS'.

IELTS Preparation

- The following preparation materials are available at our Test Centres
 - Official IELTS Practice Materials
 - How to Prepare for IELTS
 - Top Tips for IELTS
- Preparatory courses at British Council Hanoi and Ho Chi Minh City:
 - IELTS Workshop
 - IELTS Preparation Course
- Supervised self-study facility at our Modern Information Centre
 - Available at the British Council Hanoi and Ho Chi Minh City Offices
 - Free access during our operating hours
 - Valid till actual test date



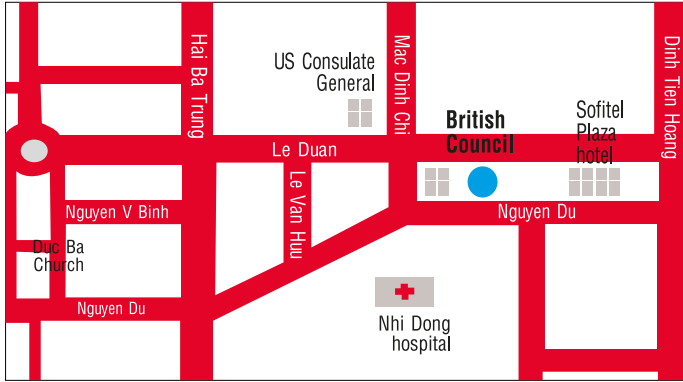


British Council Hanoi

20 Thuy Khue, Tay Ho, Hanoi
 Tel : +84 (0)4 3728 1922
 Fax : +84 (0)4 3843 4962
 Email: ielts.hanoi@britishcouncil.org.vn

When to visit:

Monday - Friday: 8:30 - 19:00
 Saturdays : 08:30 – 12:00 & 13:30 – 17:00

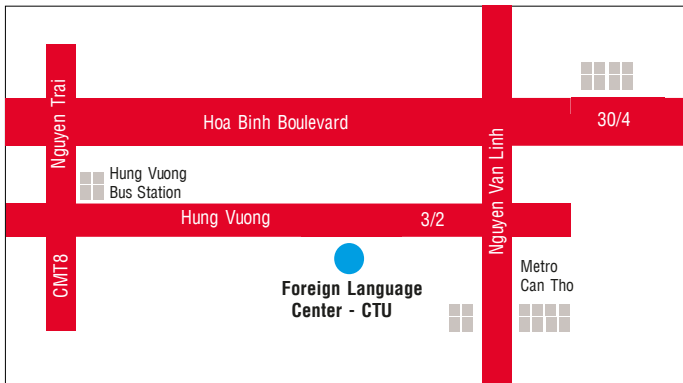


British Council Ho Chi Minh City

25 Le Duan, District 1, HCMC
 Tel : +84 (0)8 3823 2862
 Fax : +84 (0)8 3823 2861
 Email: ielts.hcmc@britishcouncil.org.vn

When to visit:

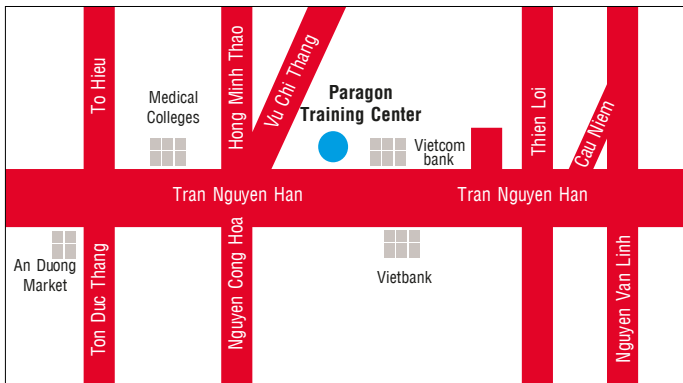
Monday - Friday: 8:30 - 19:00
 Saturdays: 8:30 - 17:00



Official British Council IELTS Partner:

Foreign Language Centre - Can Tho University

3/2 Street, Ninh Kiều District, Can Tho City
 Tel : +84 710 383 0617
 Email: ttnn@ctu.edu.vn



Paragon Training Center (HRID)

231B Tran Nguyen Han Street, Le Chan District,
 Hai Phong City
 Tel : +84 31 378 9958 - Hotline: 0919 789 958
 Fax : +84 31 378 9959
 Email: sms@hrid.com.vn

You may also register the IELTS test at any of the British Council IELTS Associate or Authorised British Council IELTS Registration Agent office. Please refer to www.britishcouncil.org.vn for more information.

All information is correct at time of printing (November 2013) and subject to change without prior notice.



www.britishcouncil.org.vn

www.britishcouncil.org/takeielts



Official Test Centre