

## IELTS Life Skills terms and conditions

### 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, and a bottle of water (label-free). All electronic devices, including watches, must be left in the belongings area and must be switched off. Centres may use metal detectors to scan for electronic devices. Any candidate who breaches these conditions will not receive an IELTS Life Skills 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.
- inform the test centre 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 this is not possible, please refer to the IELTS Complaints Policy on [ielts.org](https://ielts.org) for more information on how you can submit a complaint.
- Any candidate who attempts to remove test materials from the test room will not receive an IELTS Life Skills test result.

### You must not:

- eat or smoke in the test room.
- engage in any form of malpractice which may damage the integrity and security of the IELTS Life Skills 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.
  - 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 Life Skills 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 Life Skills result

- Results are issued by centres, usually within 7 days of your test.
- 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 on your ID document after receiving your Test Report Form, the name will not be changed on the Test Report Form.
- Your result may not be issued within 7 days of 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 speaking samples. In exceptional circumstances, you may be required to retake the IELTS Life Skills test.
- Your result may be cancelled after it has been issued if any irregularity is identified.
- Your result will be disclosed to the UKVI for the purpose of allowing them 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 UKVI 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 Life Skills test.

## Cancelling your IELTS Life Skills test or requesting a transfer

For information on cancelling your IELTS Life Skills test or requesting a transfer, please go to [ielts.org](https://ielts.org).

## How IELTS uses your information

- The IELTS Test Partners recognise and support the right of IELTS Life Skills test candidates to privacy.
- When you provide your identity information the IELTS Test Partners link that information to your IELTS Life Skills test and test result on the Test Report Form.
- The IELTS Test Partners or their authorised representatives may share candidate personal data, including, without limitation, test performance or score data, or photographs or video recordings taken by the test centre, with UKVI or law enforcement agencies and regulatory authorities where required for verification purposes or other purposes to protect the IELTS Life Skills 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 Life Skills 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.

**Disclaimer:** If you have taken an IELTS Life Skills test and passed it, you cannot retake it at the same level for a period of two years. If you continue to register and take the test, you may not receive your Test Report Form and a test fee refund.

1. I acknowledge that the IELTS Life Skills test is jointly owned by British Council, IELTS Australia Pty Ltd (ABN 84 008 664 766), which is wholly owned by IDP Education Ltd ('IDP: IELTS Australia') and Cambridge Assessment English (part of the University of Cambridge), collectively referred to as the IELTS Test Partners.
2. I acknowledge that I have read the *IELTS Life Skills guide for candidates and agents* booklet.
3. I acknowledge that I have read the 'IELTS Life Skills Notice to Candidates' in this Application Form and agree to abide by the IELTS Life Skills test terms and conditions.
4. I understand that there may be local terms and conditions that I must comply with and that the test centre will provide details of these on request.
5. I understand that if the details on this Application Form are not completed my application may not be processed. I further understand that completing and submitting this form does not guarantee registration on my preferred test date or at my preferred test location. I understand that my registration will be confirmed in writing within 24 hours by the test centre. I further understand that I will be contacted in the event that a test date cannot be made available to me within 28 days of placing my application.
6. I certify that the information in my application is complete, true and accurate.

## Personal Information

*I understand that:*

7. It is necessary for my personal information to be collected and processed in order for me to take the IELTS Life Skills test, to verify my identity and to receive my results. This personal information is collected and securely stored when I apply for and when I take the IELTS Life Skills test and is used by the IELTS Test Partners for the purpose of the IELTS Life Skills test.
8. My personal information, including, without limitation, test performance or score data and my test result may be disclosed by the IELTS Test Partners to Recognising Organisations to which I apply and to UKVI for the purpose of allowing these organisations to verify my test result.
9. My personal information may be processed in an anonymous form by the IELTS Test Partners for statistical and research purposes.
10. My photograph will be taken by the test centre on test day and will appear on my Test Report Form. This photograph will be provided to any Recognising Organisations to which I apply and to UKVI, to allow these organisations to verify my test result.
11. I will be required to verify my identity on test day by providing the identity document specified by the test centre. I may also be requested to confirm my identity on test day by having a finger scan taken. The finger scan is taken as a Binary Large Object (BLOB), and no image of my fingerprint will be held. This biometric data will be held for 60 days after my test and will not be disclosed to any entity except the IELTS Test Partners.
12. My IELTS Life Skills test will be audio- and video-recorded. This recording will be kept for a period of one year to allow the test to be marked and where necessary the marks to be checked and verified. In the event the test does not record I will be required to retake the test. An observer may attend my test as part of the examiner monitoring process.
13. I may be filmed by CCTV for security and quality assurance purposes when registering for the test and during the test. The video footage will be held for a period of 60 days after my test and may be used for audit or investigation purposes. The footage may also be shared with government agencies for those purposes.
14. I can access further details on how the IELTS Test Partners use my personal information (including how long it is retained in different circumstances and how I can exercise my rights) at [ielts.org/privacy](https://ielts.org/privacy).

## Test Fees and Refunds

*I understand that:*

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

## Test Integrity, Security and Malpractice

*I understand that:*

17. The IELTS Test Partners have a responsibility to all candidates and Recognising Organisations to ensure the highest confidence in IELTS Life Skills test results. The IELTS Test Partners may therefore be required 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 any reason.
18. My test result may not be issued 7 days after the test if any of the IELTS Test Partners consider 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. I may be required to provide additional samples of my speaking for the purposes of assisting any investigation before or after the test. In exceptional circumstances, I may be required to retake the IELTS Life Skills test.
19. If I am suspected of engaging in any form of malpractice, or do anything that might damage the integrity and security of the IELTS Life Skills test, I may not receive a test result, my test fee will not be refunded and I may be banned from taking the IELTS Life Skills test in the future. If I am banned I will receive a notification stating the length of the ban. If I am subject to a ban and I register to take the test, I will not receive a test result and I will not be entitled to a refund. If a result is issued to me while I am subject to a ban, this result will be cancelled and I will not be entitled to a refund.
20. Details of any proven or suspected malpractice may be provided to Recognising Organisations, including UKVI and appropriate regulatory authorities, and centrally to the IELTS Test Partners. In instances where malpractice has been proven, I may be liable to prosecution.
21. The work I produce in the IELTS Life Skills test remains the property of the IELTS Test Partners and will not be released to me. In cases of proven or suspected malpractice my work may be provided to relevant authorities.

**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 Assessment English 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.

Signature

Date

d	d	m	m	y	y
---	---	---	---	---	---