

Test Day Transfer

1. IELTS CEPAS Management Unit has a slightly different policy on Test Day Transfer from the world-wide IELTS scheme.
2. A Test Day Transfer Application can only be confirmed after payment is made. Such application can be submitted online through CEPAS' website.
3. Each candidate may transfer their test date **ONCE** only, provided that application is made and payment is settled by 5:30pm 14 calendar days before the original test day or by 5:30pm 14 calendar days before the new selected test day, whichever is earlier.
4. Once a request for transfer has been accepted by the IELTS CEPAS Management Unit, it cannot be changed or cancelled.
5. Requests for Test Day Transfer received by the IELTS CEPAS Management Unit less than 14 calendar days before the original registered session will not be accepted.
6. A non-refundable Administrative Fee of HKD375 is charged for each Test Day Transfer Application.
7. Candidates registered in Period 1 can only transfer to a test session listed under Period 1, except for special circumstances as approved by IELTS CEPAS Management Unit. Same policy applies to candidates registered in Period 2. (refer to Appendix 3 for periods 1 & 2 and registration periods)
8. IELTS CEPAS Management Unit reserves the right to refuse any applications for Test Day Transfer.

Waiver of Administrative Fee

9. IELTS CEPAS Management Unit waives the Administrative Fee for Test Day Transfer Applications submitted three weeks prior to candidates' original selected test date under the following circumstances:
 - Candidate's IELTS test date clashes with his/her university class schedule or examination schedule: This is limited to graduation requirement courses under the UGC-funded undergraduate degree programme enrolled only.
 - Candidate's IELTS test date clashes with the Common Recruitment Examination (CRE) or the AO/EO/TO/LO Recruitment Examination organized by the Civil Service Bureau of the HKSAR Government.
10. Candidates who apply for Waiver of Test Day Transfer Administrative Fee will have to fax/email their applications (form can be downloaded from the CEPAS website) together with the necessary original supporting documents three weeks prior to candidates' original selected test date.
11. Supporting Documents for Waiver of Administrative Fee
 - Letter from candidate's lecturer / professor / university demonstrating that candidate's class / examination schedule will clash with candidate's IELTS test date.
 - Acknowledgement letter / email issued by the Civil Service Bureau acknowledging receipt of candidate's application for CRE or AO/EO/TO/LO Recruitment Examination.
12. IELTS CEPAS Management Unit reserves the right to refuse any Application for Waiver of Administrative Fee.

Exemptions

13. Test Day Transfer Application submitted within the 14 calendar days period prior to the test date selected will only be considered on the following grounds on condition that supporting documents are provided:
 - Serious illness – e.g. hospital admission or serious injury
 - Loss or bereavement – death of a close family member
 - Hardship/trauma – victim of crime, victim of a traffic accident
14. Supporting Documents for Test Day Transfer Exemption cases should be:
 - Medical Certificate and Certificate of Professional Practitioner filled by doctor which can be downloaded from the CEPAS website (for serious illness)
 - Death Notice (for loss or bereavement)
 - Police statement (for hardship/trauma)
15. For exemption cases, all supporting documents and administrative charge of HKD375 must reach CEPAS two working days prior to the original test day.

Serious illness on the test day

16. Candidates who are absent on the test day due to serious illness may apply for Test Day Transfer with medical supporting documents (see 5.1.14). Approval of Test Day Transfer Applications (medical reason) is subject to Professional Practitioner's comment on the candidate's ability to attend IELTS test on the candidate's registered test date.
17. Approved Test Day Transfer Application (medical reason) is subject to an administrative charge of HKD375 which is required to be submitted to CEPAS within three working days after the original test date.