

Common English Proficiency Assessment Scheme (CEPAS)

2010-11 Application Guidelines

Application Procedures

1.	Complete the enclosed Application Cover Form and IELTS Application Form
2.	Make a cash payment of \$1,265 to the following Standard Chartered bank account through bank counters. Applicants should submit the original bank payment receipt with the application forms.
	Company Name: IDP Education PTY LTD – IELTS CEPAS Management Unit Account Number: Standard Chartered 44706946009 Account Name: IDP E PTY LTD T/AICML Payment through Internet banking or cheque will NOT be accepted.
3.	Submit the documents included in the check list and mail the whole package to the IELTS CEPAS Management Unit. Applicants are advised to make a photocopy of the documents prior to submission to keep for their own records.

CHECK LIST	
Signed Application Cover Form	<input type="checkbox"/>
Signed IELTS Application Form	<input type="checkbox"/>
Original bank payment receipt (Do not enclose cash / cheque)	<input type="checkbox"/>

Instruction on Completing Application Forms

A. The Application Cover Form

- You must complete the “Educational Information” section.
If you have taken ASL Use of English test more than once, please provide the latest result.
- Fill in “Preferred Testing Sessions” – you should give a choice of four sessions.
Test sessions are posted on our website at www.ugccepa.com.
- Please ensure that you have **read and signed the declaration**.

B. The IELTS Application Form

- Complete Questions 1 to 21 on page 1 to 2. You can retain page i to iv for your own record.
- Special notes for some questions are listed below:

Questions	Notes
10	Tick National Identity Card if you are going to use ‘Hong Kong Identity Card’ as your proof of identity. On the test day, you must bring the same evidence of identity as indicated here .
16 & 17	Please tick ‘ Academic ’ and ‘ pen and paper test ’. All candidates under CEPAS will take the academic module.
21	If you have disabilities and require special arrangements for the test, please tick yes, indicate your requirements in detail, and attach a medical certificate to this form.

- Please **read and sign** the Declaration on page 4. The “IELTS Information for candidates” referred to in bullet point 4 is available on our website: www.ugccepa.com for candidates to download.

Enquiries

IELTS CEPAS Management Unit (HK058)

Hotline: (852) 2620 0321

Fax: (852) 2620 0320

E-mail: online@ugccepa.com

Room 2801, 28/F, Harbour Centre, 25 Harbour Road, Wanchai, Hong Kong

www.ugccepa.com

For Office Use Only	Application No.	Date Received	Staff Handled

Application Cover Form for 2010-11

Common English Proficiency Assessment Scheme (CEPAS)

Please carefully read the "Application Guidelines" on the reverse page and the "Information for IELTS under 2009-10 Common English Proficiency Assessment Scheme (CEPAS)" on www.ugccepa.com before completing this form. Students applying for IELTS under CEPAS must complete this form together with the IELTS application form.

Educational Information			
Institution	City University of Hong Kong <input type="checkbox"/> The Hong Kong Institute of Education <input type="checkbox"/> Hong Kong Baptist University <input type="checkbox"/> The Hong Kong Polytechnic University <input type="checkbox"/> Lingnan University <input type="checkbox"/> The Hong Kong University of Science and Technology <input type="checkbox"/> The Chinese University of Hong Kong <input type="checkbox"/> The University of Hong Kong <input type="checkbox"/>		
Student Number		Full Name (Family name, given name)	
Name of Programme	Example: BA Chinese, BSc Computer Science, B.Eng Engineering, BA Hotel, Catering, Tourism Mgt, etc		
Expected Year of Graduation	2010-11 <input type="checkbox"/> Other <input type="checkbox"/>	Latest ASL Use of English Overall Result (if avail.)	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> U <input type="checkbox"/>
Mode of Study	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	Year of ASL Result Attained	
Preferred Testing Sessions - Please refer to www.ugccepa.com for test session selection and availability.			
	Test Date	Test Venue	
First Choice			
Second Choice			
Third Choice			
Fourth Choice			
Application form will be processed on a first-come-first-served basis. However, due to real time online booking, we cannot guarantee that your chosen test venues would still be available by the time your application reaches us by mail.			

Declaration

I certify that the information on this form is complete, true and accurate. I accept the terms and conditions imposed by the IELTS CEPAS Management Unit. I agree that my institution and the IELTS CEPAS Management Unit may exchange my personal data for the purposes of verifying that I am eligible to sit the IELTS test under the UGC CEPAS scheme. I understand that my personal data and details on the IELTS application form and this application cover form for CEPAS and my test results will be provided to the University Grants Committee for statistical and research purposes. The University Grants Committee confirms that it will not disclose such data and details to others except as stated in this Declaration or to the extent permitted by law.

Applicant's Signature _____

Date _____

Acknowledgement Email & Confirmation Email

Once the IELTS CEPAS Management Unit finishes processing your application, an Acknowledgement Email will be sent to you notifying you of your test day and test venue. Thereafter, you can log onto our online system to view your application status, test date and test venue. Another notification email will be sent to ineligible students who verified by their institution as ineligible for the CEPAS programme. If you do not receive the Acknowledgement Email from us within 3 weeks after you post your application, please contact us at 26200321 or email us at online@ugccepa.com.

Your university email address: _____

Your other email address: _____

You are strongly recommended to make a copy of the entire application for your own record.

For questions 11–14 please enter codes and the name of the country and first language.
Codes can be found on pages ii–iv. Please take care and enter this information accurately.
 If the codes you enter here are incorrect, the information on your Test Report Form will also be incorrect.

11 Country or region of origin (code) **12** First language (code)
 First language (name)
 Country or region of origin (name)

13 Occupation (sector) if other, please specify
 Occupation (level) if other, please specify

14 Why are you taking the test? If other, please specify

15 Which country are you applying/intending to go to? (tick one box only)
 Australia Canada New Zealand Republic of Ireland United Kingdom
 United States of America other, please specify

16 Which IELTS test format are you taking? (tick one box only) Academic General Training
 Please note that it is the candidate's responsibility to select the test format that best meets their needs.
 The General Training module is not available on every test date.

17 Which IELTS test are you taking? pen and paper test computerised test (CB IELTS)
 (tick one box only) (please check availability with the centre you are applying to)
 If you are taking CB IELTS are you taking the Writing Test on paper? (tick one box only) yes no

18 Where are you currently studying English (if applicable)?

19 What level of education have you completed? (tick one box only)
 secondary up to 16 years secondary 16–19 years degree or equivalent post-graduate

20 How many years have you been studying English? (tick one box only)
 1 (less than) 2 3 4 5 6 7 8 9 or more

21 Do you have any special needs due to ill health/medical conditions? Yes no
 If yes, please specify your requirements below. You must attach supporting medical evidence to this form.
 Requests must be submitted at least 3 months before the test.

Notice to IELTS Candidates

Disqualification warning

If you are caught infringing any of the candidate rules and regulations your test result will be disqualified and notification sent to any receiving institution or professional body.

Rules and Regulations

You must...

- Provide proof of your identity (e.g. passport or national identity card) at registration and every examination session. Second country nationals must produce a passport. This ID must contain a number, a signature, a date of birth and a photograph.
- Provide two recent identical passport-sized photographs on registration.
- Only have on your desk your identification, a pen/pencil and an eraser.
- Ensure mobile phones, pagers and any other electronic devices are switched off and placed with personal belongings outside the test room. Any candidate who does not switch off their phone/pager, or who retains one in their possession, will be disqualified.
- Notify the test invigilator immediately if test day conditions in any way impede your performance.

You must not...

- Impersonate another person or have another person impersonate you.
- Attempt to cheat, copy the work of another candidate or disrupt the test.
- Use, or attempt to use, a dictionary, pager, spell-checker, electronic recorder or mobile phone for the duration of the test. Any candidate doing so will be disqualified.
- Talk to or disturb other candidates once the examination has started.
- Smoke, eat or drink in the examination room.
- Reproduce any part of the test in any format/medium. Any candidate doing so will have their test results disqualified and be liable to prosecution.
- Remove any materials used during the examination. This includes, but is not limited to, examination papers, speaking task cards, answer papers and working paper.

Advice and information

Make sure you attend on time

- Know the date, time and place of your examination and arrive before the scheduled starting time.
- If you arrive late for any of the papers, report to the supervisor or invigilator. You may not be allowed to take the examination.

Provide what you need

- Correction fluid and highlighters must not be used.
- Leave anything which you do not need, or which is not allowed, outside the examination room.
- You may not lend anything to, or borrow anything from, another candidate during the examination.
- Do not bring valuables as the test centre cannot be responsible for these.

Examination instructions

- Listen to the supervisor and do what you are asked to do.
- Tell the supervisor or invigilator at once
 - if you think you have not been given the right question paper.
 - if the question paper is incomplete or illegible.

- Read carefully and follow the instructions printed on the question paper and on the answer sheet.
- Fill in the details required on the front of your question paper and on your answer sheet before the start of the examination.

Advice and assistance during the examination

- If you are in doubt about what you should do, raise your hand to attract attention. An 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 by ill health or any other reason, you must inform the invigilator at the time.

Leaving the examination room

- You may not leave the examination room without the permission of the supervisor or invigilator.
- You can not leave your seat until all papers have been collected and you have been told you can leave.
- When you leave the examination room you must leave behind any paper used for rough work clearly crossed through and any other materials provided for the examination.
- Do not make any noise near the examination room.

Results

- Results are issued by test centres, usually 13 days after the test.
- Results may be delayed or withheld where any of the Rules and Regulations have been breached.

- In exceptional circumstances, results may be delayed and you may be required to re-take one or more modules where the pattern of module results is highly unusual.
- Please note that institutions and organisations you have listed under question 24 may access your results before you have received them by mail.

Codes to enter for questions 11–14

Refer to the lists below for the codes to enter for your country or region of origin, your first language and your occupation.

If either your first language or your country or region of origin is not listed, enter '000'. Look for the closest description of your occupation and proposed area of study. If your work or position is not covered at all, then enter '00'.

Question 11 – Country or region of origin

Afghanistan	001	France	066	Monaco	129
Albania	002	French Guinea	067	Mongolia	130
Algeria	003	French Polynesia	068	Montenegro	131
America Samoa	004	Gabon	069	Montserrat	132
Andorra	005	Gambia	070	Morocco	133
Angola	006	Georgia (Republic of)	071	Mozambique	134
Antigua and Barbuda	007	Germany	072	Myanmar	135
Argentina	008	Ghana	073	Namibia	136
Armenia (Republic of)	009	Gibraltar	074	Nauru	137
Aruba	223	Greece	075	Nepal	138
Australia	010	Greenland	076	Netherlands	139
Austria	011	Grenada	077	Netherlands Antilles	140
Azerbaijan	012	Guadaloupe	078	New Caledonia	141
Bahamas	013	Guam	079	New Zealand	142
Bahrain	014	Guatemala	080	Nicaragua	143
Bangladesh	015	Guinea	081	Niger	144
Barbados	016	Guinea-Bissau	082	Nigeria	145
Belarus (Republic of)	017	Guyana	083	Niue (Cook Island)	146
Belgium	018	Haiti	084	Norfolk Island	229
Belize	019	Holy See	212	Northern Mariana Islands	230
Benin	020	Honduras	085	Norway	147
Bermuda	021	Hong Kong	086	Oman	148
Bhutan	022	Hungary	087	Pakistan	149
Bolivia	023	Iceland	088	Palau	231
Bosnia-Herzegovina	024	India	089	Palestine	150
Botswana	025	Indonesia	090	Panama	151
Brazil	026	Iran	091	Papua New Guinea	152
Brunei, Darussalem	027	Iraq	092	Paraguay	153
Bulgaria	028	Ireland	093	Peru	154
Burkina Faso	029	Israel	094	Philippines	155
Burundi	031	Italy	095	Pitcairn Island	156
Cambodia	032	Jamaica	097	Poland	157
Cameroon	033	Japan	098	Portugal	158
Canada	034	Jordan	099	Puerto Rico	159
Canton and Enderburys Phoenix Is	035	Kazakhstan	100	Qatar	160
Cape Verde	036	Kenya	101	Reunion	161
Caroline Islands	037	Kiribati	102	Romania	162
Cayman Islands	038	Korea, North	103	Russia	163
Central African Republic	039	Korea, South	104	Rwanda	164
Chad	040	Kuwait	105	San Marino	165
Chile	041	Kyrgystan	226	Sao Tome and Principe	166
China (People's Republic of)	042	Laos	106	Saudi Arabia	167
Colombia	043	Latvia (Republic of)	107	Senegal	168
Comoros	044	Lebanon	108	Serbia	169
Congo	045	Lesotho	109	Seychelles	170
Cook Islands	046	Liberia	110	Sierra Leone	171
Costa Rica	047	Libya	111	Singapore	172
Côte d'Ivoire	096	Liechtenstein	112	Slovakia (Republic of)	173
Croatia (Republic of)	048	Lithuania (Republic of)	113	Slovenia (Republic of)	174
Cuba	049	Luxembourg	114	Solomon Islands	175
Cyprus	050	Macao	115	Somalia	176
Czech Republic	051	fyr Macedonia	225	South Africa	177
Denmark	052	Madagascar	116	Spain	178
Djibouti	053	Malawi	117	Sri Lanka	179
Dominica	054	Malaysia	118	St. Helena	180
Dominican Republic	055	Maldives	119	St. Kitts-Nevis-Anguilla	181
Ecuador	056	Mali	120	St. Lucia	182
Egypt	057	Malta	121	St. Pierre and Miquelon	183
El Salvador	058	Marshall Islands	122	St. Vincent and the Grenadines	184
Equatorial Guinea	059	Martinique	123	Sudan	185
Eritrea	060	Mauritania	124	Surinam	186
Estonia	061	Mauritius	125	Svalbard and Jan Mayen Islands	232
Ethiopia	062	Mayotte	227	Swaziland	187
Faeroe Islands	063	Mexico	126	Sweden	188
Falkland Islands	224	Micronesia (Federal States of)	228	Switzerland	189
Fiji	064	Midway Islands	127	Syria	190
Finland	065	Moldova (Republic of)	128	Tahiti	191

Question 12 – First Language

Taiwan	192	Afrikaans	001	Marshallese	077
Tajikistan	233	Akan	002	Masai	078
Tanzania	193	Albanian	003	Mende	079
Thailand	194	Amharic	004	Mongolian	080
Timor-Leste	222	Arabic	005	Nepali	081
Togo	195	Armenian	006	Norwegian	082
Tokelau	196	Assamese	007	Oriya	083
Tonga	197	Aymara	008	Palauan	084
Trinidad and Tobago	198	Azeri	009	Punjabi	085
Tunisia	199	Baluchi	010	Pashto	086
Turkey	200	Bambara	011	Polish	087
Turkmenistan	234	Basque	012	Ponapean	088
Turks and Caicos Islands	201	Bemba	013	Portuguese	089
Tuvalu	202	Bengali	014	Pushtu	090
Uganda	203	Bihari	015	Quechua	091
Ukraine	204	Bosnian	901	Rajasthani	092
United Arab Emirates	205	Breton	016	Riff	093
United Kingdom	206	Bulgarian	017	Romanian	094
Uruguay	207	Burmese	018	Romansch	095
US Virgin Islands	208	Byelorussian	019	Russian	096
United States of America	209	Catalan	020	Samoan	097
Uzbekistan (Republic of)	210	Chinese	021	Serbian	098
Vanuatu	211	Creole	022	Setswana	099
Venezuela	213	Croatian	023	Shona	100
Vietnam	214	Czech	024	Sindhi	101
Wallis and Futuna Islands	215	Danish	025	Singhalese	102
Western Sahara	216	Dari	026	Slovak	103
Western Samoa	217	Dzongkha	027	Slovene	104
Yemen (Republic of)	218	Dutch	028	Somali	105
Zaire	219	Efik	029	Spanish	106
Zambia	220	English	030	Swahili	107
Zimbabwe	221	Estonian	031	Swazi	108
Other	000	Ewe	032	Swedish	109
		Faeroese	033	Tagalog	110
		Farsi	034	Tahitian	111
		Fijian	035	Tamil	112
		Finnish	036	Tatar	113
		Flemish	037	Telugu	114
		French	038	Tetum	136
		Fulani	039	Thai	115
		Ga	040	Tibetan	116
		Georgian	041	Tigrinya	117
		German	042	Tongan	118
		Gilbertese	043	Trukese	119
		Greek	044	Tulu	120
		Gujarati	045	Tupi/Guarani	121
		Haitian Creole	046	Turkish	122
		Hausa	047	Uighur	123
		Hebrew	048	Ukrainian	124
		Hindi	049	Uliithian	125
		Hungarian	050	Urdu	126
		Ibo/Igbo	051	Uzbek	127
		Icelandic	052	Vietnamese	128
		Igala	053	Wolof	129
		Indonesian	054	Xhosa	130
		Italian	055	Yao	131
		Japanese	056	Yapese	132
		Javanese	057	Yiddish	133
		Kannada	058	Yoruba	134
		Kashmiri	059	Zulu	135
		Kazakh	060	Other	000
		Khmer	061		
		Korean	062		
		Kurdish	063		
		Lao	064		
		Latvian	065		
		Lithuanian	066		
		Luba	067		
		Luo	068		
		Luxemburgish	069		
		Malagasy	070		
		Malay	071		
		Malayalam	072		
		Malinka	073		
		Maltese	074		
		Maori	075		
		Marathi	076		

Question 13 – Occupation

Example

If you are a student enter 08 because the Sector is Education and 7 because the Level is Student.

0 8

7



The test
that sets the
standard

Sector

Administrative services	01
Agriculture, Fishing, Forestry, Mining	02
Arts and Entertainment	03
Banking and Finance	04
Catering and Leisure	05
Construction Industries	06
Craft and Design	07
Education	08
Health and Social Services	09
Installation, Maintenance and Repair Services	10
Law and Legal Services	11
Manufacturing and Assembly Industries	12
Personal Services	13
Retail Trade	14
Technical and Scientific	15
Telecommunications and the Media	16
Transport	17
Utilities (gas, water etc)	18
Wholesale Trade	19
Other	00

Level

Self-employed	1
Employer/Partner	2
Employee (Senior level)	3
Employee (Middle or Junior level)	4
Worker in the home	5
Retired	6
Student	7
Other	0

Question 14 – Why you are taking this test?

For higher education extended course (three months or more)	1
For higher education short course (three months or less)	2
For other education purposes	3
For registration as a doctor	4
For immigration	5
For employment	6
For professional registration (NOT medical)	7
For personal reasons	8
For registration as a nurse (including CGFNS)	9
For registration as a dentist	10
Other	0



UNIVERSITY of CAMBRIDGE
ESOL Examinations

Your rights

Information we hold on you is very broad and could include information we do not make available. If you wish to view a copy of your personal details contained in the Application Form contact ielts@ucles.org.uk. A charge of £10 will be made for access to this information. You also have the right to have inaccuracies in your personal details corrected. Please contact us if you find that your information is inaccurate. Documentation must be provided to verify the correct details.

Declaration

- I have agreed the Terms and Conditions listed on the CEPAS website: www.ugccepa.com
- I certify that the information on this form is complete, true and accurate. I understand that if any other person attempts to take the IELTS examination in my place (i.e. in place of the person whose details appear on this form), both I and such person will be liable to prosecution. Details relating to the situation may be provided to the relevant authorities, including visa processing departments.
- I understand that if I attempt to cheat, copy the work of another candidate, disrupt the test, remove or copy or attempt to remove or copy any test materials from the examination room, engage in any form of malpractice, or do anything that might damage the integrity and security of IELTS, I will not receive a result for the test, my test fee will not be refunded and I may be prohibited from taking IELTS tests in future. I understand that details of any alleged cheating/malpractice may be provided to the relevant authorities, including visa processing authorities. All alleged malpractice will be reported centrally to the Test Partners and to any relevant test centre by the centre where the alleged malpractice occurred.
- I understand it is my responsibility to study the information stated in the 'IELTS Information for Candidates'.
- I acknowledge receipt of the *Notice to IELTS Candidates* document, contained on page i of this document and undertake to abide by the regulations contained therein.
- I agree an observer may attend my Speaking Test as part of the monitoring process.
- I agree that a photograph may be taken of me on the test day to confirm identity.
- I acknowledge that the IELTS examination is administered by British Council, IDP:IELTS Australia, and Cambridge ESOL collectively referred to as the Test Partners, and I understand and agree that the details on this form are collected for the purposes of the IELTS test and that these details may be disclosed to, processed and stored by the Test Partners for the purpose of such administration and that these details and my examination results may be disclosed by the Test Partners to those academic institutions or other entities to whom I submit my enrolment application, for the purpose of allowing such institutions or entities to verify the results of the test or to carry out an investigation in relation to suspected fraud. If the Test Partners discover that a false or altered Test Report Form has been provided to any of these institutions or entities the Test Partners may inform the same and provide them with my personal details and any relevant details relating to the work I produce as part of my test taking.
- I understand that my results may not be issued within 13 days of the test day if any of the Test Partners deem it necessary to review any matter associated with my test. I understand that in exceptional circumstances I may be required to re-take one or more IELTS modules.
- I understand that my personal data may be processed in an anonymous form for statistical and research purposes for the development of Cambridge ESOL examinations. Cambridge ESOL and the centre administering the test confirm that they will not disclose personal information about candidates to others except as stated in this Declaration or to the extent permitted by law.
- I understand that the work I produce as part of the IELTS test remains the property of the Test Partners and under no circumstances will be released to candidates or institutions/organisations, except in the investigation of alleged malpractice whereby the work I produce as part of the IELTS test may be provided to relevant authorities.
- I understand that if the details on this form are not completed my application may not be processed.

Disclaimer: The International English Language Testing System (IELTS) is designed to be but one of many factors used by academic institutions, government agencies, professional bodies and employers in determining whether a test taker has sufficient English skills to successfully be admitted as a student or be considered for employment. IELTS is specifically designed not 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 ESOL 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

