

# Common English Proficiency Assessment Scheme (CEPAS)

## 2011-12 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 <b>original</b> bank payment receipt with the application forms.
	<b>Company Name: IDP Education PTY LTD –                      IELTS CEPAS Management Unit</b> <b>Account Number: Standard Chartered 44706946009</b> <b>Account Name: IDP E PTY LTD T/AICML</b>  <b>Payment through Internet banking or cheque will NOT be accepted.</b>
3.	Submit the documents included in the check list and mail the whole package to the IELTS CEPAS Management Unit. <b>Applicants are advised to make a photocopy of the documents prior to submission to keep for their own records.</b>

CHECK LIST	
Signed Application Cover Form	<input type="checkbox"/>
Signed IELTS Application Form	<input type="checkbox"/>
<b>Original</b> 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](http://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 <b>National Identity Card</b> if you are going to use ‘Hong Kong Identity Card’ as your proof of identity. On the test day, you must bring the <b>same evidence of identity as indicated here</b> .
16 & 17	Please tick ‘ <b>Academic</b> ’ and ‘ <b>pen and paper test</b> ’. 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](http://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](mailto:online@ugccepa.com)

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

[www.ugccepa.com](http://www.ugccepa.com)

For Office Use Only	Application No.	Date Received	Staff Handled

## Application Cover Form for 2011-12

### 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](http://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	2011-12 <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	
<b>Preferred Testing Sessions</b> - Please refer to <a href="http://www.ugccepa.com">www.ugccepa.com</a> for test session selection and availability.			
	<b>Test Date</b>	<b>Test Venue</b>	
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](mailto:online@ugccepa.com).

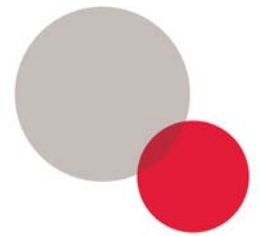
Your university email address: \_\_\_\_\_

Your other email address: \_\_\_\_\_

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

# IELTS™

## Application form



1 Upload the specified photograph two months prior to the test day via the online registration system. The photograph must meet the following requirements:

<b>GENERAL</b>	<ul style="list-style-type: none"> <li>Color photograph taken within the last six months.</li> <li>Must not be stamped, signed / written on, marked, folded, stapled over or damaged.</li> <li>No shadows or glare on the image or background.</li> </ul>	<b>PHOTO QUALITY</b>	<ul style="list-style-type: none"> <li>Print quality of professional standard</li> <li>High quality paper and color image</li> <li>No ink or marks on the image</li> </ul>
<b>PHOTO SIZE</b>	<ul style="list-style-type: none"> <li>Standard passport sized photograph</li> <li>Minimum of 35mm X 45mm</li> </ul>	<b>EXPRESSION</b>	<ul style="list-style-type: none"> <li><u>Neutral expression with mouth closed</u> - neither frowning nor smiling</li> <li>Eyes open and clearly visible</li> <li>Nothing covering the face</li> </ul>
<b>POSE</b>	<ul style="list-style-type: none"> <li>A <u>close-up of the head and top of shoulders</u></li> <li><u>Looking straight</u> towards the camera with face square on</li> <li>NOT personal portrait style (glamour shot)</li> <li><u>Both ears showing</u> or both edges of the face visible if hair covers the ears</li> <li><u>Head not tilted</u> or rotated</li> <li><u>NO glasses</u> and nothing should hide the outlines of the eyes, nose or month</li> </ul>	<b>LIGHTING &amp; FOCUS</b>	<ul style="list-style-type: none"> <li><u>Plain light colored background</u> (beige, white, blue background recommended)</li> <li>No shadows or glare on the image or background</li> <li>No 'red eye'</li> </ul>

**PLEASE WRITE IN BLOCK CAPITALS**

2 Last (family/surname) name

3 Title (Dr/Mr/Mrs/Miss/Ms)

4 First (given) name(s)

(These names must be the same as the names on your passport/National Identity Card and must appear in the same order.)

5 Address: please note you will only be sent **one** copy of your results. Please ensure the correct mailing address is given, since your results will be sent to this address.

6 Telephone/Mobile number

7 Email

8 Date of birth

9 Gender **F** **M** (circle as appropriate)

10 Please indicate which document you will be using as proof of identity and give the number below. Candidates taking the test outside their own country must present a current passport or National Identity Card. You must bring the ID document indicated below to the test. This is the only form of identity that will be accepted on the test day. The document must be valid/not expired at registration and on the test day.

Passport  National Identity Card

Passport or National Identity Card number



## IELTS test terms and conditions

### You must ...

- provide proof of your identity (passport or national identity card) at registration. This identity document must contain a number, a signature, a date of birth and a photograph. You should contact your test centre who will tell you which type of identity document they accept. Candidates taking the test outside their own country must produce a passport.
- Upload the specified photographs two months prior to the test day via the online registration system.  
(Details please refer to CEPAS Terms and Conditions Section 2.4.10)
- inform the test 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 on your Application Form. 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 test centre before the scheduled test start time. If you arrive late:
  - you will not be admitted to the test room.
  - you will not be allowed to take any of the test components.
  - you will not be eligible for a refund or transfer.
- leave personal belongings outside the test room. The following items may not be taken into the test room: bags, correction fluid, highlighter pens and electronic devices such as mobile phones, pagers, recorders and dictionaries. Candidates must ensure that mobile phones and pagers which are left outside the test room are switched off. Any candidate who does not switch off their phone or pager, or takes any electronic device into the test room, will not be allowed to complete the test and will not receive an IELTS test result or be eligible for a refund or transfer. Candidates must not bring valuables to the test centre as the test centre cannot be responsible for these.
- consent for your identity to be verified either at test registration or 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 permitted to sit the test and will not be entitled to a refund. This photograph taken by the test 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, pencil(s) and eraser(s).
- tell the test supervisor or invigilator at once:
  - if you think you have not been given the correct question paper.
  - if the question paper is incomplete or illegible.
- raise your hand to attract attention if you are in doubt about what you should do. An invigilator will come to your assistance. Candidates may not ask for, and will not be given, any explanation of the test questions.
- Inform the test supervisor or 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 a complaint relating to the delivery of the test, you must submit your complaint to the test centre before your results have been issued. The IELTS Test Partners will not accept complaints relating to the delivery of the test after results have been issued.
- when leaving the test room at the end of the test, leave behind all test materials. The test materials include, but are not limited to, question papers, Speaking tasks, answer sheets/booklets and any paper used for rough work. Any candidate who attempts to remove test materials from the test room will be disqualified and 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 test supervisor or 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.
  - impersonating another candidate or having another person 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 who are found to have engaged in malpractice on test day after their result has been issued will have their result cancelled. Candidates engaging in malpractice may be liable to legal action.

## Your IELTS test result

- Results are issued by test centres, usually 13 days after the test.
- You will receive only one copy of your Test Report Form. The test centre is not permitted to issue a replacement copy 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 to request changes. Documentation must be provided to verify the correct details. If the centre is unable to assist with your request for a change to your personal details please contact either IDP ([ielts@idp.com](mailto:ielts@idp.com)) or British Council ([ielts@britishcouncil.org](mailto:ielts@britishcouncil.org)) for further advice.
- If you change your name after receiving your Test Report Form, the name will not be changed on the Test Report Form. In the unusual event that a replacement Test Report Form is approved centrally by the IELTS Test Partners, it will be issued with the name provided on the original Test Report Form.
- Your result may not be issued 13 days after the test if any of the IELTS Test Partners deem it necessary to review any matter associated with your test. In exceptional circumstances you may be required to re-take one or more IELTS components.
- The Test Report Form may be cancelled after it has been issued if any irregularity is identified. You may be required to re-take one or more IELTS components.
- Your result will be disclosed by the IELTS Test Partners to the Recognising Organisations which you nominated on your Application 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 will be cancelled by the IELTS Test Partners.
- You will not be permitted access to the work you produce in the IELTS test. The IELTS Test Partners will retain the work you produce to assess your test performance, and it may be used for quality control purposes and research activities.

## Cancelling your IELTS test or requesting a transfer

- Details please refer to CEPAS Terms and Conditions Section 5 and 6.

## How IELTS uses your information

- The IELTS Test Partners recognise and support the right of genuine IELTS test candidates to privacy.
- Test Report Forms will only be sent to those Recognising Organisations nominated by the IELTS candidate on their Application Form or at the request of the candidate after the issue of results.
- The IELTS Test Partners or their authorised representatives may share candidate test performance or score data or photographs taken by the IELTS test centre with Recognising Organisations or law enforcement agencies 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 may use IELTS test score data and test responses, in an anonymous form, for informational, research, statistical or training purposes.

## 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 Guyana	067	Mongolia	130
Algeria	003	French Polynesia	068	Montenegro	131
American 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	Guadeloupe	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	Kyrgyzstan	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	Marathi	076
Tajikistan	233	Akan	002	Marshallese	077
Tanzania	193	Albanian	003	Masai	078
Thailand	194	Amharic	004	Mende	079
Timor-Leste	222	Arabic	005	Mongolian	080
Togo	195	Armenian	006	Nepali	081
Tokelau	196	Assamese	007	Norwegian	082
Tonga	197	Aymara	008	Oriya	083
Trinidad and Tobago	198	Azeri	009	Palauan	084
Tunisia	199	Baluchi	010	Punjabi	085
Turkey	200	Bambara	011	Pashto	086
Turkmenistan	234	Basque	012	Polish	087
Turks and Caicos Islands	201	Bemba	013	Ponapean	088
Tuvalu	202	Bengali	014	Portuguese	089
Uganda	203	Bihari	015	Pushtu	090
Ukraine	204	Bosnian	901	Quechua	091
United Arab Emirates	205	Breton	016	Rajasthani	092
United Kingdom	206	Bulgarian	017	Riff	093
Uruguay	207	Burmese	018	Romanian	094
US Virgin Islands	208	Byelorussian	019	Romansch	095
United States of America	209	Catalan	020	Russian	096
Uzbekistan (Republic of)	210	Chinese	021	Samoan	097
Vanuatu	211	Creole	022	Serbian	098
Venezuela	213	Croatian	023	Setswana	099
Vietnam	214	Czech	024	Shona	100
Wallis and Futuna Islands	215	Danish	025	Sindhi	101
Western Sahara	216	Dari	026	Singhalese	102
Western Samoa	217	Dzongkha	027	Slovak	103
Yemen (Republic of)	218	Dutch	028	Slovene	104
Zaire	219	Efik	029	Somali	105
Zambia	220	English	030	Spanish	106
Zimbabwe	221	Estonian	031	Swahili	107
Other	000	Ewe	032	Swazi	108
		Faeroese	033	Swedish	109
		Farsi	034	Tagalog	110
		Fijian	035	Tahitian	111
		Finnish	036	Tamil	112
		Flemish	037	Tatar	113
		French	038	Telugu	114
		Fulani	039	Tetum	136
		Ga	040	Thai	115
		Galician	903	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	Ulithian	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		
		Macedonian	902		
		Malagasy	070		
		Malay	071		
		Malayalam	072		
		Malinka	073		
		Maltese	074		
		Maori	075		

## 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

### 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 the 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



# Declaration

By registering to take the IELTS under CEPAS, candidates agree and declare as follows:

- I agree that my institution and the IELTS CEPAS Management Unit may exchange my personal data for the purpose of verifying my eligibility to sit the IELTS test under the UGC CEPAS Scheme.
- I agree that my personal data and details on the IELTS application form and test result will be provided to the University Grants Committee for statistical and research purposes on the understanding that the University Grants Committee confirms it will not disclose such data and details to others except as stated in the CEPAS Terms and Conditions, or to the extent permitted by law.
- I acknowledge that the IELTS test is jointly managed by British Council, IDP: IELTS Australia, and Cambridge ESOL, collectively referred to as the IELTS Test Partners
- I certify that the information provided by me in registering for the IELTS is complete, true and accurate.
- I understand that the personal data on my application is collected for the purposes of the IELTS test, and I consent for this data to be disclosed to, processed and stored by the IELTS Test Partners for the purpose of such administration. I further consent for this data and my test result to be disclosed by the IELTS Test Partners to those Recognising Organisations to which I apply, for the purpose of allowing these organisations to verify my test result or to carry out enquiries in relation to suspected malpractice. If the IELTS Test Partners discover that a false or altered Test Report Form has been provided to any of these Recognising Organisations I further consent that the IELTS Test Partners may inform the same and provide them with my personal data and any relevant details relating to the work I produce as part of my test taking.
- 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 any personal information about candidates to others except as stated in this Declaration or to the extent permitted by law.
- I understand that I may view my personal data contained in the application by contacting [ielts@cambridgeesol.org](mailto:ielts@cambridgeesol.org). I understand that a fee will be charged for access to this information.
- I understand that if the details on my application are not completed my application may not be processed. I further understand that completing and submitting my application does not guarantee enrolment on my preferred test date or at my preferred test location. I understand that my enrolment will be confirmed in writing from the test centre.
- I understand that any personal data collected during the identity verification process by the centre either at test registration or on test day will be processed and securely stored by the IELTS Test Partners for the purpose of the IELTS test. I acknowledge that the photograph taken of me by the centre will be provided upon request to any Recognising Organisations to which I apply for the purposes of allowing these organizations to verify my test results or to carry out enquiries in relation to possible malpractice or test integrity issues. I understand that where finger-scan data is obtained it will not be disclosed to any entity except the IELTS Test Partners.
- I acknowledge that I have read the *IELTS Notice to Candidates*, *IELTS Notice to Candidates and CEPAS Terms and conditions* contained in the website of IELTS CEPAS Management Unit and agree to abide by the rules and regulations contained therein.
- I understand that the IELTS Test Partners have a responsibility to all candidates and Recognising Organisations to ensure the highest confidence in the accuracy and integrity of test results and that the IELTS Test Partners therefore reserve the right 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 reasons of suspected malpractice or any other irregularity in the test process.
- I understand that my test results may not be issued 13 days after the test if any of the IELTS Test Partners deem it necessary to review any matter associated with my test, including making enquiries as to whether any rules or regulations have been breached, as outlined in the *IELTS Notice to Candidates*. I understand that in exceptional circumstances, I may be required to re-take one or more IELTS components.
- I understand that if I engage in any form of malpractice, or do anything that might damage the integrity and security of IELTS, I will not receive a test result, my test fee will not be refunded and I may be prohibited from taking the IELTS test in the future. I understand that details of any malpractice that has been established or is being formally investigated may be provided to the relevant Recognising Organisations, including visa processing authorities and that suspected malpractice will be reported centrally to the IELTS Test Partners and to any relevant test centre by the centre where the suspected malpractice occurred.
- I understand that if any other person attempts to take the IELTS test in my place (i.e. in place of the person whose details appear on this application); 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 authorities.
- I understand that the work I produce as part of the IELTS test remains the property of the Test Partners. Under no circumstances will it be released to candidates or to institutions or organisations, except in the investigation of suspected malpractice whereby the work I produce as part of the IELTS test may be provided to relevant authorities.
- I agree an observer may attend my Speaking Test as part of the monitoring process.
- I understand that I will be charged the full test fee if I cancel my test or request a transfer without legitimate reason nor advance notice as per stated in the *CEPAS Terms and Conditions*.
- I acknowledge that I have read the *IELTS Information for Candidates* booklet and *CEPAS Terms and Conditions* which are available at [www.ugccepa.com](http://www.ugccepa.com).
- I understand that IELTS CEPAS Management Unit has the right to add or delete any test sessions and test seats as circumstance require.
- I undertake to abide by the rules and regulations listed on the 'CEPAS Terms and Conditions'.

## 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 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.

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Signature

Date

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UNIVERSITY of CAMBRIDGE  
ESOL Examinations