

## Exam Information

Thank you for your enquiry about IELTS at Eurocentres Lee Green. Here is some essential information for IELTS Candidates taking a test at this centre.

<b>Test fee:</b>	<b>£110.00</b>
<b>Payment methods and ID:</b>	By <b>Postal Orders</b> made payable to <b>Eurocentres Lee Green</b> . <b>Debit/Credit card (£2.00</b> additional transaction charge) or <b>Cash</b> in person at the Centre. We do <b>NOT</b> accept <b>personal cheques</b> . Please note that applications must be sent with fee, two photographs (not older than 6 months), photocopy of current Passport, National ID or IND ID card. The original document <b>MUST</b> be presented on the day of the exam. The following forms of ID are <b>NOT</b> acceptable: Driving Licence, Student Card, NHS Card, Visa or Home Office Letter. Completed applications and payment must be received 3 weeks before the due exam date. <b>Your application cannot be processed until full payment is received.</b>
<b>Special Needs</b>	Test centres make every effort to cater for candidates with special needs, to enable them to best understand questions and tasks and to give their answers. It is our aim for the language level of all candidates to be assessed fairly and objectively. If you require a modified version of the test, e.g. Braille, you must give the test centre <b>three months' notice</b> . This notice period is necessary for the modified test version to be prepared. If your circumstances require special administrative arrangements only to be made, e.g. extra time, you must give the test centre <b>six weeks' notice with an original medical report</b> .
<b>Cancellations:</b>	Cancellations must be sent <b>in writing with 5 week's notice for refund of £82.50</b> (test fee less <b>£27.50</b> admin charge). Exams <b>booked/cancelled with less than 5 week's notice lose the fee</b> .
<b>Postponements:</b>	<b>1<sup>st</sup></b> time or subsequent transfers, <b>5 week's notice in writing</b> (there will be a <b>£27.50</b> fee for this service). <b>Less than 5 weeks notice loses the fee</b> . A new application will be necessary.
<b>Absences:</b>	<b>Candidates who are absent lose the fee</b> . Candidates who are absent due to <b>serious illness</b> must provide the Centre with an appropriately dated <b>Medical Certificate (within 5 days of the test date)</b> . They will then be offered a transfer to the next available date. We regret no transfer can be made without <b>original medical documentation</b> .
<b>Late Arrivals:</b>	Registration is at <b>8.30am</b> It is the candidate's responsibility to make the necessary travel arrangements in order to arrive in time for their test. Candidates arriving <b>after 9.45am</b> , will be marked <b>late and not allowed into the Exam Hall. They will lose their fee</b> .
<b>Enquiry on Results (EOR)</b>	Candidates may apply for a re-mark (Enquiry on Results) at the centre where they took the test. This must be done <b>within six weeks of the test date</b> . The candidate can choose which modules are re-marked. The fee for this is <b>£60, which will be refunded should the score on any module be increased</b> . An Enquiry on Results can take up to <b>six weeks to complete</b> .
<b>Results:</b>	Test results are always issued and posted <b>on the 13<sup>th</sup> day following test administration</b> . You may, however, make arrangements to collect your result in person between <b>9.00am – 3.30pm</b> on the day. You must bring the <b>ID</b> you used on the test day. Posted results will be sent to the address as given on the application form which should be checked at the time of Registration. Candidates receive <b>one</b> personal copy and may also request up to <b>five</b> originals to be sent directly to institutions as named on the application form. <b>Results posted by registered post in Europe £5 and Overseas £7</b> .  Full addresses must be provided including the relevant department or contact person's name. The Centre <b>cannot be liable for certificates lost in the post</b> due to incorrect or change of address which have not been notified in advance.  In special circumstances where a Replacement Certificate is necessary, a fee will be charged. <b>Important: Results cannot be faxed, emailed or given by telephone for security reasons.</b>