Schedule for IELTS Test (國際英語測試的程序如下)

## Written Test (Listening, Reading & Writing)

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening Test</td>
<td>Approximately 30 minutes (plus 10 minutes’ transfer time)</td>
</tr>
<tr>
<td>Reading Test</td>
<td>60 minutes (no extra transfer time)</td>
</tr>
<tr>
<td>Writing Test</td>
<td>60 minutes</td>
</tr>
</tbody>
</table>

- Please note that there will be no break between the Listening, Reading and Writing Tests.
- Please report to the Test Venue between 08:00 and 08:30 for registration, no candidate will be allowed to enter the Test Hall after 08:30.
- The test (Listening, Reading & Writing) will start at 09:00 and will end around 12:45.

## COLLECTION OF IELTS RESULT (TEST REPORT FORM)

All candidates should collect the Test Report Form in person on the following date:

- **Date:** Friday, 22 January 2016
- **Time:** 10:30 AM – 03:00 PM
- **Location:** College of Business, The City University of Hong Kong

If you pick up the Test Report Form in person, please present the following documents for collection:

- The original of your registered ID document (HKID/ Passport) as shown on your Confirmation of Registration

If you cannot pick up the Test Report Form in person, a person must be nominated to collect the result on behalf of you. The authorized person should present the following documents for collection:

- An original authorization letter issued and signed by the candidate **whose signature must be identical to the one on the test day**. A copy of the authorization letter is attached in the last page of this document.
- A copy of the candidate’s registered ID document (HKID/ Passport) as shown on the Confirmation of Registration.

- All uncollected Test Report Forms will be sent out by ordinary mail to your mailing address previously provided in application and **the delivery will take at least 3-4 days**.
- Any undue delay of postage is not bearable by IDP Education Limited.
- If typhoon signal no. 8 / Black Rainstorm is cancelled before 12noon: IELTS results will be made available for collection from 02:00 PM – 06:00 PM on the same day afternoon.
- If typhoon signal no. 8 / Black Rainstorm is still in force at / after 12noon: Collection of IELTS results will be re-scheduled to 10:30 AM – 02:00 PM on the following business day.

**Online Result Service:**
You can search for your provisional IELTS result on IDP website ([https://results.ielts.org/](https://results.ielts.org/)). The preview of IELTS test results will start at 5pm Australian Eastern Standard time (AEST) on the 13th day after the test and will remain available for 28 days thereafter.
IMPORTANT NOTICE TO CANDIDATES

Please Read carefully:

Refund Policy

- No refund will be granted within 5 weeks before the registered Test Date.
- Request for refund with detailed explanation must be made in writing to the IELTS Administrator. Refund is subject to approval by IELTS Administrator and a maximum of 75% of the test fee is refundable, an administration charge of 25% will be deducted from the test fee.

Defer/Change

- Candidates cannot change the test date or version (Academic/General Training) within 5 weeks before the registered Test Date.
- Any request is subject to availability of places. Each candidate will be allowed to reschedule the test ONLY. Deferments CANNOT be made to more than 1 month after the original scheduled date.
- 25% of the test fee will be charged as administrative fee once the deferment/change is approved.

Before the Test

- Please keep the CONFIRMATION OF REGISTRATION in a safe place because this is NEEDED for IDENTITY CHECK on the test day.
- Candidates are advised to read the IELTS Information for Candidates thoroughly to understand the test procedure. It is the CANDIDATE’s RESPONSIBILITY to understand the test procedure.

On the Test Date

- The Confirmation of Registration and HKID/Passport (with the number shown at Candidate ID No. above) should be presented at the test registration counter and during the Test. No candidate will be allowed to take the Test without these documents.
- Candidate is required to be verified either at test registration or on test day. This may include: 1) Having your photograph taken and this photograph taken by the test centre will appear on the Test Report Form; 2) Having your finger-scan taken (persons under the age of 18 excluded). If you do not consent to having your finger scan taken you must make this known to a test invigilator before a scan is taken whereupon you will be directed to have your identity manually verified and you must provide with TWO forms of ID document (i.e. ID card AND Passport).
- The confirmed time for the Speaking Test will be printed on an INTERVIEW slip and will be distributed on the Test Day.
- Stationery will be provided by the Test Centre. Other materials are not allowed in the Test Venue. (Please click here for details)
- No candidate will be admitted into the Test Venue after 8:30am. The Test fees of absentees and latecomers will be automatically forfeited.
- If Typhoon signal No. 8 or higher or the Black Rainstorm warning is hoisted AT OR AFTER 6.30am, the IELTS test will be cancelled. Rescheduling will be arranged and you will be informed by IDP Education Limited. Please DO NOT call IDP to avoid undue delay. If Typhoon signal No. 3 or below or the Yellow or Red Rainstorm warning is hoisted, IELTS test will be run as scheduled.

IELTS Result (Test Report Form)

- Test Report Form will be issued to candidates 2 weeks after the test date. Candidates are required to collect the result on your behalf at the IDP office on the collection schedule. Please refer to the notice “Collection of IELTS Result (Test Report Form)” for details.
- Application for Enquiry on Results may be made within 4 weeks from the date of issue of the TRF at an administrative charge of HK$1,000. This fee is refundable should the band score be increased after remarking.

Candidates will not receive an IELTS test result if they do not attend all four components of the test.

退費

- 考生如欲申請退費測試費，必須於已登記的測試日期前五星期之前提出，逾期恕不接受。
- 所有退款申請須以書面向 IELTS 行政官申請，並詳列申請原因，一經批准，考生最多只獲退還 75% 考試費。其餘 25% 之測試費將作為行政費用，於測試費中扣除。

更改日期或測試模式

- 任何更改須於已登記測試日期前五星期之前提出，逾期恕不接受。
- 更改日期之申請接納與否，視乎任何更改須於已登記

測試前須知

- 考生應小心保管准考證，考生必須於測試當日出示其准考證以作身分核實用途。
- 考生應詳閱《IELTS 考生須知》，以了解考試程序。

測試當日

- 考生須出示准考證和報名時登記之身份證明文件(香港身分證/護照)，方可參加測試。
- 在測試時或當天，考生的身分須被核實。當中包括: 1) 為考生拍照，這張由考試中心拍攝的照片將顯示於成績單上；2) 為考生作手指掃描(「包括 18 歲以下人士」)。如不同意進行有關程序，請於登記前告知當值之監考員，身份核實程序將改以人手操作模式。請帶備兩種身份證明文件(身份證及護照) 以便核對。
- 測試於上午 9 時正準時開考，考生均不獲准在八時三十分或之後進入試場。缺席考生將不獲任何退款。
- 考生於考場內，獲發一張會話測試結語，纸上將列明口試測試時間、考生編號、身份證明文件號碼等資料。
- 測試中心亦會提供所需之文具，其他物品考生不得帶進試場。(請注意事項)
- 如測試當日於早上 6 時 30 分仍懸掛或之後懸掛 8 號或以上颱風信號或黑色暴雨警告，IELTS 考試將會取消，考生會收到通知另獲安排的測試日期。當三號或八號信號於以下，黃色或紅色暴雨警告信號懸掛時，所有測試均照常進行。

測試成績

- 成績於測試後兩星期發出，考生可親身或授權他人到 IDP 教育香港辦事處領取成績單。考生如欲申請退還測試費，必須於已登記測試日期前五星期之前提出，逾期恕不接受。如申請被接納，考生需繳付 25% 之測試費作為行政費用。
- 考生如欲申請退還測試費，必須於已登記測試日期前五星期之前提出，逾期恕不接受。
- 更改日期之申請接納與否，視乎

IDP Education

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Telephone: (852) 2827 6362
E-mail: ieltsapps.hongkong@idp.com

如本文庫譯自英文原文，則以英文版本為準。如有任何查詢，請致電 2827 6362 考試備索查詢。
To Examination Services Team
IDP Education Limited

致 IDP 教育考試組

Letter of Authorisation
授 權 書

I, ____________________________ (Full Name), *Passport/Identity Card No ________________,
本人, (姓名) 護照 / 身份證號碼

hereby authorise ___________________________ (Full Name), holder of Passport/Identity Card
現授權 (姓名)

__________________________ (relationship to you) to
護照 / 身份證號碼 乃本人之 (請註明關係)

*Submit / Collect my _____________________________ (name of application) on my behalf.
代本人遞交 / 領取考試 (請註明考試名稱) 之申請。

*Delete as necessary
*請將不適用者刪除

__________________________________________
Signature of Applicant
申請人簽署
(Must be identical to the signature on the test day)
日期
(必須與考試當天的簽名相同)

*The authorised person/organisation must have this original authorisation letter with a copy of applicant’s ID
document for any IELTS related services. 被授權人士需攜帶此授權信正本及申請人之身份證明文件副本作任何
有關 IELTS 服務之申請

For office use only:

□ ID Checked (Authorized Person)

Handled By: ____________________________