

Vientiane College IELTS Registration Guide

1. Test format

There are two tests to choose from –Academic and General Training.

IELTS Academic

IELTS Academic is for test takers wishing to study at undergraduate or postgraduate levels, and for those seeking professional registration.

IELTS General Training

IELTS General Training is for test takers wishing to migrate to an English-speaking country (Australia, Canada, New Zealand, UK), and for those wishing to train or study at below degree level

2. You now have the choice between taking IELTS on paper or on computer.

The test content and structure remain the same in both options and, importantly, the Speaking test remains face-to-face with a certified IELTS Examiner.

3. Which test is best for me?

This comes down to personal preference and choice. Some test takers will be used to paper-based tests as this might feel similar to other exam situations from school, whereas other people might feel more comfortable typing. With computer-delivered IELTS there are more test dates and sessions available, allowing you to choose a test time most convenient for you.

With this new option, your test results will be available in 5-7 days.

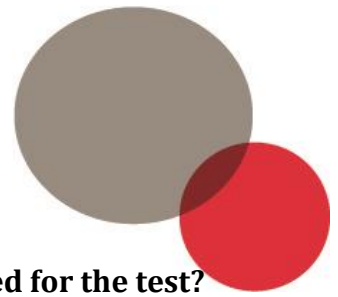
Your IELTS, your choice

4. How do I apply and register for an IELTS test?

- a) Apply online for the IELTS test at: <https://my.ieltsessentials.com>
- b) After paying the fees you can register for the test by presenting your receipt and a current ID (*Passport or Lao National Identification Card*) at the Vientiane College IELTS Office within 5 days of completing the online application. Please note your place is not secured until you have paid, registered and confirmed.

5. Test Fees

IELTS test fees can be paid in cash, or by debit/credit card (Visa and Mastercard ONLY). Check the Vientiane College website for current fees.

**6. Can I TRANSFER or CANCEL IELTS after I have registered for the test?**

Yes. You may be able to cancel or transfer your test date if you have a valid reason (family, medical, work etc) **and a place is available.**

You will need to produce your receipt plus a substantiating letter or certificate, **and** fill in the required form.

Please check the Vientiane College website for current information regarding administrative fees for cancellation.

7. Can I AMEND the Test Module from Academic to General Training or vice versa?

Yes. You may amend the test module **if a place is available.**

You will need to discuss with the IELTS Administrator and show your original receipt.

8. Test Venue:

Vientiane College. 23 Singha Road, Vientiane. Tel: (+856) 21 414873
www.vientianecollege.com
email: ielts@vientianecollege.com

9. What do I bring with me on test day?

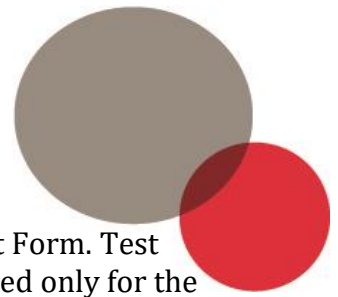
You must bring the same **proof of identity** (either passport or Lao National Identification Card **as cited on your online application form.**

You are **not allowed** to bring any personal belongings, including stationery, into the test room. **Please note that Vientiane College is not responsible for any loss or damage to your personal belongings.**

10. IELTS Biometrics Enhancement System on the test day.

IELTS requires test day photographs and fingerprints of test takers at Vientiane College, Vientiane, Laos.

With 20 years of development, IELTS is recognized for its integrity, fairness and authority by up to 9000 receiving organizations worldwide. The new policy reflects IELTS strategy of continued test service improvement as well as security enhancement.



Test day photographs will appear on the IELTS Test Report Form. Test takers' digital photographs and fingerprints scan will be used only for the purpose of the IELTS test and will be treated as highly confidential in accordance with international data protection law.

Test takers under 16 years of age should be accompanied by an adult when giving their biometric data.

11. What will happen if I am LATE or ABSENT?

You will not be permitted to sit the IELTS Test if you arrive late. **No test taker will be allowed to enter the test room after the commencement of the Invigilator Script.**

In case of an invalid absence, no refund will be made to any test taker.

In the case of an absence due to illness, the test taker must present a valid, genuine medical certificate from a doctor or hospital to the Test Day Supervisor/ Administrator on test day or the following working day.

Please check the Vientiane College website for current cancellation policy.

12. IELTS Test Day Schedule

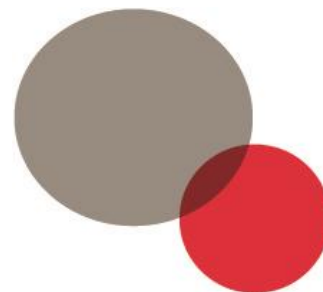
Please arrive at the Centre **before 8.00am** on test day. ID checks, photographs and fingerprint scans will take place **08:30**.

Test takers will be directed to the holding room from where the IELTS test instructions will be given.

The test will **take around 3 hours**.

Speaking Tests are usually scheduled 1-3 days before the paper-based test, and on the same day for the computer-based test session.

You will be notified of your designated Speaking Test Time. Please arrive at the Centre **at least 15 minutes before** your speaking test.



13. When will I know the results?

Results are available **online 13 days after** the paper-based test **and 5-7 days** after the computer-based test at <https://results.ielts.org/>

Test takers can pick up their Test Report Forms at the IELTS Office.

Test takers who live outside of Vientiane can request sending the TRF by courier. Test takers must pay the courier fee at Vientiane College **at least two days in advance of the results release date.**

Please note: Under no circumstances will results be given over the telephone.

14. Can I get another copy of the Test Report Form (TRF)?

Yes. You may apply for up to two (2) additional TRFs within the period of validity (2 years from the original date of issue).

Submissions for additional TRFs must be made in writing to the IELTS Administrator at Vientiane College with a copy of the ID document used on the test day. The fee for each additional TRF is 20 US\$.

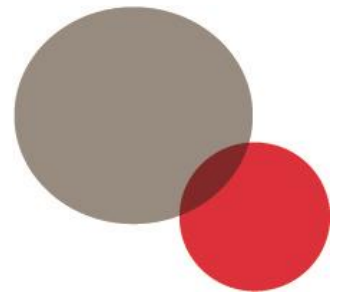
You may also request up to 5 TRF copies to be sent directly to academic institutions. If you want Vientiane College to produce and send an **additional** TRF to an institution, you will be asked to pay an **administration fee, (check Vientiane College website) PLUS postage.** We will mail your copy to the institution directly, therefore, you will need to provide address details and fill in an **extra TRF Request Form** at the IELTS Office.

Please note: The Centre is unable to issue TRFs for results older than two years.

15. Can I have the results RE-MARKED if I am not satisfied with them?

Yes. You can have your test re-marked if you are not satisfied with the result, **and if the request is made within 6 weeks after the release of the results.** Test takers are entitled to request a full re-mark (all test papers) or a partial re-mark (one or more modules). You will need to fill out the relevant form at the IELTS Office.

Please check the Vientiane College website for current re-mark fees.

**16. What score do I need?**

You must check the score requirements with your prospective receiving institutions/sponsors, or check the website www.ielts.org

17. Test Dates for Vientiane College

Please check the Vientiane College website for current test dates on both paper-based and computer-based test sessions.

18. Office Hours

Vientiane College IELTS Office;
Monday to Friday 08.00 – 16.30
Tel: +856 21 414873

www.ielts.org