

Vientiane College IELTS Registration Guide

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

- a) Apply online for the IELTS test at: <https://my.ieltsessentials.com>
- b) 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 applying online to register and confirm your booking

2. 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.

3. 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.**

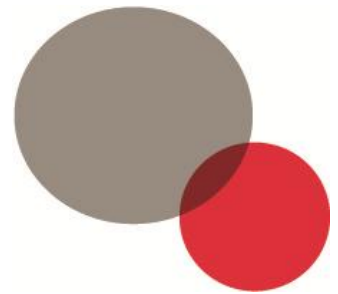
You will need to produce your receipt plus a substantiating letter or certificate, **and** fill in the required form.

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

4. 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.

**5. Test Venue:**

Vientiane College. 23 Singha Road, Vientiane. Tel: (+856) 21 414873

www.vientianecollege.com

email: ielts@vientianecollege.com

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

You must bring **proof of payment** (receipt) and **proof of identity** (either passport or Lao National Identification Card, **the same as you 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.**

7. IELTS Biometrics Enhancement System on the test day.

IELTS requires test day photographs and fingerprints of candidates 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. Candidates' 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.

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

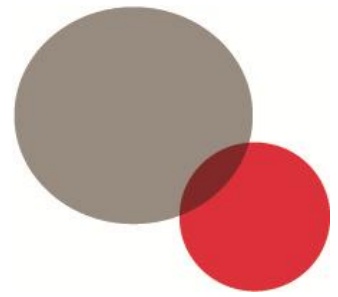
8. What will happen if I am LATE or ABSENT?

You will not be permitted to sit the IELTS Test if you arrive late. **No candidate 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 candidate.

In the case of an absence due to illness, the candidate 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.



9. IELTS Test Day Schedule

Please arrive at the Centre **before 8.00am** on test day. ID checks, photographs and fingerprint scans will take place **between 8.00am and 8.50am**.

Candidates will be directed to the holding room prior to entering the test room where the IELTS test instructions will be given.

The test will **begin at 9.00am and finish at approximately 12.00 noon**.

Speaking Tests can be scheduled up to **one week either side** of the written test.

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

10. When will I know the results?

Results are available **online 13 days after** the test at <https://results.ielts.org/>

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

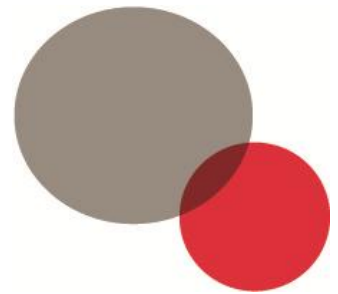
Candidates who live outside of Vientiane can request sending the TRF by courier. Candidates must pay the courier fee at Vientiane College **at least two days in advance of the results release date**.

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

11. Will the Test Centre send copies of my Test Report Form (TRF) to the academic institutions I am applying to?

YES. If you have fully completed the details on the relevant application form. Vientiane College will send a copy/copies of the TRF at no extra charge **by normal mail** to up to 5 institutions, if names and addresses are listed accordingly on the application form, **and this is submitted on registration day**.

Please note that the testing Centre reserves all rights NOT to process any copies of the TRF if the names/addresses are unclear and/or inappropriate.



12. 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.

13. 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.** Candidates 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.

14. What score do I need?

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

15. Test Dates for Vientiane College

Please check the Vientiane College website for current test dates.

16. Office Hours

Vientiane College IELTS Office;
Monday to Friday 08.00 – 17.00
Tel: +856 21 414873