

Dear Candidate,

Thank you for registering your IELTS exam with us. Please find below some important information about your forthcoming IELTS Test.

1. Test Venue and Test Details

- a. The Listening, Reading & Writing modules will take place on the exam day starting at 1.00pm. Please be present at the test venue at 11:00 am for instructions and ID checks. No candidate will be allowed into the exam hall after 12:45pm; if you arrive late then we will not be able to accommodate you for the test and you will forfeit the whole exam fee.
- b. You will be informed about the exam day venue for Listening, Reading & Writing modules and speaking test including reporting time through email 6 days before the exam date. The Speaking module may take place within a week before or 2 days after the written exam date. You may also check the speaking schedule online <https://ielts.britishcouncil.org/CandidateLogin.aspx> 6 days before the written exam date. Please make sure you are present at least 40 minutes before your speaking time to complete the registration formalities. If you do not arrive by the designated time, we might not be able to reschedule your speaking test.
- c. Please do not bring valuables to the test venue. You will not be allowed to take into the hall any items except your Machine Readable Passport (MRP) and pencil/eraser/sharpener. Candidates are also not allowed to wear wrist watches. Your bag and mobile phone will be stored at the belonging area. British Council is not responsible for any loss.

2. Identification Requirements

- a. Only the valid and original MRP will be accepted for identification for registration, test day and speaking test. Kindly bring your valid and original MRP during test day and speaking test. Candidates are also requested to bring photocopy of their passport during their speaking test.
- b. All candidates appearing for the IELTS exam must bring their original MRP. Any candidate who does not bring their original MRP will not be allowed to sit for the test and the exam fee will also be not refunded.
- c. Candidates are also informed that the MRP presented during the test day will be used as the primary source of identification and details such as date of birth, candidate name and others will be entered according to this passport. British Council will not entertain any request to change candidate details because the candidate has acquired a new passport and modified the details in the new passport.
- d. Candidates have a chance to check and modify personal details (except passport number) when they come for the speaking test. No modifications are allowed after that.

3. Receiving the Test Results

- a. Candidates can collect hard copy of your Test Report Form (TRF) only on the 17th day from the next day of IELTS written test after 4:00 pm from the British Council. You have to bring your original passport to collect your result. Results can also be accessed online <https://ielts.britishcouncil.org/Results> on the 13th day of your written test date after 2 pm. You can authorize someone to collect the test report form on your behalf with a completely filled and signed authorisation form, giving the person's name and government ID number (the person must carry the mentioned ID), copy of your passport and a copy of ID of a person who is coming to collect your test result on your behalf.

4. Requesting for Replacement Test Report Forms (RTRF)

- a. Candidates are informed that barring exceptional circumstances no RTRF is issued to candidates. Hence candidates are requested to keep their test result forms carefully.
- b. In the case that Additional Test Report Form (ATRF) is required the following conditions apply
 - In the case that the result is required for university admission the new test result will be sent directly to the concerned university. All applicable service and courier charges will be paid by the candidate.
 - In the case that the candidate is migrating to another country the candidate must present evidence of him starting the migration application process and in this case the original Test Report Form will be sent to the concerned embassy or migration agent directly. All applicable service and courier charges will be paid by the candidate.
 - If the candidate has submitted his/her only original copy to any embassy only and is seeking an RTRF then in such case the candidate must provide a letter from the concerned embassy or university that they are in possession of the original TRF. All applicable service and courier charges will be paid by the candidate.
 - No RTRF will be issued to the candidate in the case of loss or theft or damage due to personal reasons or reasons other than above mentioned.
- c. The following are the documents required to be submitted while requesting ATRF
 - Duly filled ATRF request form

- Deposit slip evidencing that all applicable service and courier charge has been deposited in the stipulated account. The courier charge will be charged depending upon the destination country.
 - Photocopy of the original TRF
 - Online ATRF request will be sent for free of cost for the STED-RO subscribed Universities.
- d. The following are the documents required to be submitted while requesting RTRF
- Letter or other documents evidencing the circumstances (mentioned in 4b- above) for which the RTRF is required along with the application letter.
 - Deposit slip evidencing that the service charge of NPR 3,000 has been deposited in the stipulated account
 - Photocopy of the original TRF and original Passport
- e. **British Council and Cambridge reserve the right to check the authenticity of the claim. In the case that it is proven that the candidate has made a false claim to obtain RTRF then such requests will be denied and reported to concerned authority for further action.**

5. **Rescheduling or Cancelling the Test**

- a. Any candidates who wish to reschedule or cancel the test must do so 5 weeks before the exam date. No requests will be entertained after that deadline.
- b. In the case of rescheduling the candidate will only be allotted a new seat and date upon availability.
- c. Candidates are required to pay administration fees of NPR 4,560 both in case of refund and test date transfer and the price will be NPR 4,560.

6. **Test City Change**

- a. Any candidate who would like to change their IELTS Test Venue must do so before the registration closure date (timeline can be confirmed). The registration closure date is 9 days before the test date. Each candidate will be charged NPR 2,000 for each time.
- b. Test City Change is subject to availability and approval.

7. **Enquiry on Result**

Candidates wishing to request a re-mark of the results must complete an IELTS Enquiry on Result (EOR) form and submit along with their original Test Report Form. The fee for EOR is NPR. 13500. All requests must be made within four weeks from the first day of result distribution. The fee for the Enquiry on Results service will be refunded should your overall score change as a result of the re-marking. The Enquiry on Results Service can take up to two to four weeks to complete.

Road to IELTS – 30 hrs online course, absolutely free!

Road to IELTS, developed by British Council, is an online preparatory resource which includes 30 hours of intensive work on listening, reading, writing and speaking, helping you to develop your skills to the levels necessary to succeed in both the Academic and General Training modules.

Road to IELTS can be accessed any time and from anywhere, with an internet connection. You can practice all modules under the same timed conditions as they would in the actual exam. In the Speaking section, sample videos take you through each stage of the speaking test providing models of good and not so good performances and giving you opportunities to analyze different interview techniques. After completing the practice questions, you can view the correct answers, see your percentage score and compare this to the average performance of other participants in Nepal. You can repeat the exercise in order to improve your answers. At any given time, Road to IELTS has 3 active themes and these are changed every quarter.

Log on to <https://ielts.britishcouncil.org/R2IHome.aspx> and login using the email address that you used to register for your IELTS test and your IELTS Reference Number which can be found in your Confirmation Email. When entering your IELTS Reference Number ensure that it is exactly as shown in your Confirmation Email, including the dashes, e.g. NP004-xxxxxx-xxxx. You can access Road to IELTS from the day you receive your Confirmation Email until 7 days after your IELTS test date.

Note: You can only access the Road to IELTS if your application has been approved and paid for in full.

For more information, please contact

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<http://www.britishcouncil.org.np/exam/ielts>
<https://www.facebook.com/BritishCouncilNepal/>

Office hour: 9:00 AM - 5:30 PM Monday to Friday
Banking hour: 9:00 AM - 2:00 PM Monday to Friday

Last Friday of the month: 9:00 am - 1:00 pm (Bank and Office hour)