

IELTS Centre ID017 – IDP South Jakarta
IDP Education Pty. Ltd.
IELTS Confirmation



Dear Candidate,

Thank you for registering your IELTS Test at ID017 - IDP South Jakarta.

Please find below some important requirements about the test:

1. For Standard IELTS, IELTS for UKVI, and IELTS Life Skills Tests: please have your photo taken and finger scanned on the test day for all venues. Do Not forget to bring your original ID document (KTP/Passport) as submitted online.

2. The test will be conducted on the same day for Listening, Reading, Writing and Speaking (except for IDP Bandung)

3. All Candidates must arrive at the test venue **at 7.30am** for registration (except for IELTS Life Skills test). You will not be permitted to sit for the test if you arrive late, and your test fee will not be refunded.

4. IELTS For UKVI and Standard IELTS Testing at IDP Pondok Indah;

a). Listening, Reading and Writing tests are at:

Raffles International Christian School (7.30am - 12.00pm)

Jl. Gedung Hijau Raya I no. 1 Pondok Indah Jakarta Selatan

(except for IELTS test date: 23 January, 20 February, 2 April, 19 May, 4 June, 16 July & 13 October 2016. We will email you the information about the venue).

b). Speaking test is at:

IDP IELTS South Jakarta Office, Plaza 5 Pondok Indah Blok D19 Jl. Margaguna Raya, Jakarta Selatan, starting at 1 PM.

For other venues: the tests are conducted at the same venue.

5. IELTS Life Skills Test in Jakarta is at IDP IELTS South Jakarta office and IELTS Life Skills Test in Bali is at The British Institute (TBI) Bali, Jl. PB. Sudirman No.6, Denpasar, Bali. You will be informed about the schedule five days before the test day. You must come 30 minutes before the stand by time.

6. *You must bring your ORIGINAL IDENTITY DOCUMENT (KTP/PASSPORT), pencil 2B, eraser and payment receipt.* Your original identity will be checked on the day of the test. ***You must present the same identity (KTP/Passport) document that you used when you registered for the test. You will not be allowed to take the IELTS Test if you Do Not bring your Original Identity; and there will be No refund if you fail to show your ID document.***

7. On the test day, you will be under examinations; therefore, please dress properly: No short pants, sandals and tank tops are allowed.

8. NO personal belongings are allowed inside the examination room; all belongings must be handed-in at the registration desk.

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9. You are not permitted to have cellphones or any electronic devices during the test. All cellphones must be switched off and kept inside your personal bag.

10. If you would like to transfer or cancel the test, you must inform us in writing no later than five (5) weeks before the test date. Transfer of test dates are allowed **ONCE ONLY**. Candidates who wish to transfer test dates within the five (5)-week period prior to the registered test dates will be regarded as cancellation and receive NO REFUND. Candidates who are absent on the test day without giving prior written notice will lose their full test fee. However, if the absence is caused by illness or other serious causes, supporting document such as medical report, police report, etc. have to be provided to IELTS IDP staff within five (5) calendar days of the test day.

11. IELTS for UKVI and Standard IELTS Tests Results (TRF = Test Report Form) can be obtained 13 days after the test date at IDP Offices. For candidates outside of JABODETABEK area, results are mailed to offsite test venues on the 13th day. For IELTS Life Skills test, results are normally available within 7 days of your test. The candidate must show the original ID when taking the TRF. However, if the candidate requests someone else to take the TRF, he/she must provide one of the options below: a). Original ID of the IELTS candidate. b). The Authorisation Letter (Surat Kuasa) and copies of IELTS candidate's and TRF taker's IDs.

12 You can check your IELTS for UKVI and Standard IELTS Tests Results online by visiting the website: www.idp.com/indonesia/ielts Your IELTS Result is usually available online 13 days after your test date and will remain available for 28 days thereafter.

13. **The Candidate will only receive one (1) original TRF.** There will be no replacement of damaged and lost certificates, or certificates that have been sent to an institution by the candidate. A candidate, however, may request ID017- IDP South Jakarta Centre to send additional TRFs to an institution. The fee for each additional TRF is IDR. 25,000. Courier fees will be charged for TRFs sent either within Indonesia or overseas.

14. Please note that the papers and answers sheets cannot be shown to the candidate once the test is finished. The candidate can only see the results on the TRF or online.

15. **Standard IELTS, IELTS for UKVI and IELTS Life Skills Tests Results can be re-marked (Enquire on Result).** The candidate may apply for one or more sections of the IELTS Result to be re-marked. Application for a re-mark is sent to IDP - IELTS Australia in Melbourne. Marking is done by a Senior IELTS Examiner. For the re-marking, requests must be made no more than 6 weeks after the test date and the original TRF must be submitted to IDP South Jakarta (ID017). **The re-marking fee is AUD 160.** Please note that the Enquire on Result (EoR) can take up to eight (8) weeks to complete. If the result is changed, the candidate will get a full refund of AUD 160. If there is no change, there will be no refund. Results can only be changed upwards.

16. Before completing the registration, please read the Terms and Conditions on your **my.ieltsessentials.com** account.

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17. Please visit www.ieltsessentials.com more tips and tools to help you prepare the test.

IDP would like to take this opportunity to wish you success in your IELTS Test.

MAP of RAFFLES SCHOOL
(Candidates of IDP Pondok Indah – South Jakarta only)

