

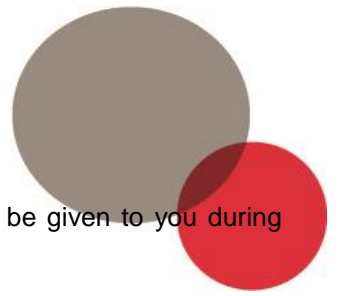
## Things to know before you register:

1. **Passport:** You MUST have your original passport on the day of your test. We DO NOT accept copies, certified copies or letters from the Home Office. A National ID Card is only allowed if it is issued by a European Union country. If you do not have your passport with you on the test day you will not be able to take the test and the fee will not be refunded. The number on your passport or national identity card must match the number on your application form.
2. **Cancellation or Transfer policy:** The deadline for all transfers or cancellations is no later than 2 weeks before the test. If you transfer or cancellation is approved, a £30 administration fee is charged. All requests must be made in writing and must reach the Centre before the deadline. You will not be able to cancel or transfer your test date less than 5 weeks before the test date
3. **Sickness and the IELTS test:** If you cannot attend the test because of a medical emergency, you must provide us with a medical certificate within 5 days of the missed test. The letter must clearly state the reason why you were not able to attend the IELTS and must be appropriately dated.
4. **No personal belongings are to be taken into the exam room:** This includes watches, mobile phones and any other electronic devices. You should only take writing materials into the exam room, everything else will be left in the cloakroom. Mobile phones must be switched off before being deposited.
5. **Results**
  - The results are posted on the 13<sup>th</sup> day after the test.
  - We are not permitted to give results by telephone, fax or email.
  - If you would like to collect your results from the Centre, please state that on your application form. You will need your passport when collecting results.
  - Please remember that we are not able to replace lost test results.
  - You are allowed to request up to 5 copies of the test results to be posted to educational institutions, government bodies or an employer. The address should be provided on page 3 of the IELTS application form.
  - You can also request additional copies to be sent to institutions after the test. There is a fee of £15.00 per copy for this service.
6. **Results Appeal Procedure:** If you wish to appeal against your results you must forward an EOR form to your Centre within 4 weeks from the date you received your results. Please contact the IELTS administrator for further details: [ielts@soton.ac.uk](mailto:ielts@soton.ac.uk)
7. **Complaints Procedure:** If you are unhappy with any aspect of the University of Southampton IELTS Centre and wish to make a complaint, you can do so by writing to our office or completing a Candidate Complaint form on the day of your test

## TEST DAY TIMETABLE

### Parking at Avenue Campus is free on Saturdays.

<b>9:00</b>	Registration. Candidates who are late for registration will not be admitted to the examination rooms. This is when you receive your speaking test time.
<b>9:30-13:00</b>	Listening, Reading and Writing Exams
<b>13:00-13:30</b>	Lunch break. The Avenue Café will be closed, but there are vending machines available for drinks, savory snacks and confectionary. We suggest you bring a packed lunch.



**13:30-18:00** Speaking test. Please arrive 50 minutes before your scheduled time, which will be given to you during registration.