

General Information 2013

Version updated March 2013



“Unlock the
world with
IELTS”



IELTS™

Official Test Centre

IELTS is jointly owned by the British Council, IDP IELTS Australia and University of Cambridge ESOL Examinations

www.britishcouncil.org.my

www.takeielts.org

Malaysia Test Dates 2013

- Dates in **Red** are for both Academic and General Training modules. ● Dates in **Black** are for Academic module only. ● Dates with (T) are on a Thursday.
- If you are in doubt to which module to take, please check with the organisation you are applying to in order to check the requirements.
- Seats for each test are limited and allocated on a first-come-first-served basis. Please check with the respective Test Centre for the availability of seats.

Venue Month	Kuala Lumpur	PJ	Melaka	Johor Bahru	Kuala Terengganu	Penang	Ipoh	Kota Kinabalu	Tawau	Kuching	Sibu	Miri	Bintulu
January	5, 12, 19	5, 12	-	19	-	5, 19	-	5, 19	-	5, 19	-	5	-
February	2, 16, 23	2, 23	-	-	-	2, 16	23	2, 16	-	2, 23	2	-	-
March	2, 9, 14 (T), 23	9, 23	9	23	23	2, 23	-	2, 23	-	9, 23	-	9	-
April	6, 13, 27	6, 27	-	27	-	13, 27	6	13, 27	-	13, 27	-	-	27
May	11, 18, 25	11, 25	-	25	-	11, 25	-	11, 25	-	11, 25	25	-	-
June	8, 15, 22	8, 22	15	22	22	8, 22	15	8, 22	-	8, 22	-	8	-
July	6, 13, 18 (T)	6, 13	-	13	-	6, 27	-	6, 27	6	6, 27	-	27	-
August	3, 17, 24	3, 17	-	24	-	3, 17	24	3, 17	-	3, 17	17	-	-
September	7, 21, 28	7, 21	21	28	28	7, 28	-	7, 21	-	12 (T), 21	-	12 (T)	-
October	12, 19, 26	12, 26	-	26	-	12, 26	19	12, 26	-	12, 26	-	-	12
November	9, 21 (T)	9, 21 (T)	-	-	-	9, 30	-	9, 16	-	9, 30	-	-	-
December	7, 14, 21	7, 14	14	7	7	7, 21	14	7, 14	7	7, 14	7	14	-

All dates are correct at printing time and subject to change without prior notice.

IELTS Test Components

Academic Module	Listening (30 minutes)	Academic Reading (60 minutes)	Academic Writing (60 minutes)	Speaking (11 – 14 minutes)	OR				General Training Module	Listening (30 minutes)	General Training Reading (60 minutes)	General Training Writing (60 minutes)	Speaking (11 – 14 minutes)
-----------------	------------------------	-------------------------------	-------------------------------	----------------------------	----	--	--	--	-------------------------	------------------------	---------------------------------------	---------------------------------------	----------------------------

The **Academic module** is for those who wish to study at a tertiary level or to seek professional registration.

The **General Training module** is for those who wish to do work experience or training programmes, secondary school or migrate to an English-speaking country.

All candidates take the same Listening and Speaking tests but different Reading and Writing tests.

Please check with the organisation you are applying to for specific requirements.

IELTS APPLICATION PROCESS

ENQUIRY

- By phone
- By email
- Walk-in

Please refer to the back cover page of this booklet for our contact details.

PREPARATION

- Free 30 hour online course – “Road to IELTS”.
- Preparation courses / workshops (available in Kuala Lumpur and Penang Centres)
- Specimen materials.
- Self-study books and CD-ROMs.

APPLICATION

Online Registration

Complete the application form on the IELTS Online Registration and Payment webpage.

- Upload a passport-sized photograph taken within 6 months.
- Upload a copy of your National ID or a valid Passport that shows your ID / Passport number and picture.
- Payment of RM610.00 with a valid credit card.

Registration via Counter / Post

Fill in the application form, sign it and submit together with

- Two passport-sized photographs taken within 6 months.
- A copy of your National ID or a valid Passport that shows your ID / Passport number and picture.
- Test fee of RM610.00 (Kuala Lumpur and Penang – Cash, Cheque and Credit Card; Kuching and Kota Kinabalu – Cheque and Credit Card). Cheque payable to “British Council”. (Please do not send cash via post or the application will be rejected).

CONFIRMATION

Online Registration

- Upon registration, IELTS Registration Confirmation with online system user account details will be sent to your email.
- Payment Confirmation email will be sent to you once payment is settled.
- An email with test details will be sent to you a week before the test day. You can also view and print the information on our online registration system under “My Test” section after login.
- The test cannot be cancelled / postponed within 5 weeks of the test date.

Registration via Counter / Post

- Upon registration, a confirmation letter will be issued to you stating the date, time and venue of the test. Please take note that the speaking test could be conducted within 7 days before or after the written tests.
- The test cannot be cancelled / postponed within 5 weeks of the test date.

Please bring the confirmation letter on the test day.

ACTUAL TEST DAY

- You will be given your Candidate Slip (with your details) during registration on the test day.
- You must register with your ORIGINAL ID document (National ID or Passport) as indicated on the application form.
- If you are unable to produce your original ID document, you will NOT be allowed to sit for the test.
- All stationery will be provided.
- Personal belongings are not allowed inside the test room. You are only allowed to bring your original ID document and one clear water bottle into the test room.
- You are not allowed to leave the test room during any module of the test, even if you finish the test before the designated time.

RESULTS

- Results are given on a Test Report Form (TRF). You have to collect it personally 13 days after the written tests with your ORIGINAL ID document.
- You can also view your results online on the 13th day after the test.
- All Test Report Forms will not be mailed unless requested beforehand.
- Results cannot be revealed over the phone, email or fax.
- Requests to send additional copies of the Test Report Form to organisations / institutions may be made by completing the appropriate form.

Important Guidelines for Registration

1. The two passport-sized colour photographs used for registration must:
 - be in colour
 - be identical
 - be no more than 6 months old
 - be taken against a plain background so that features are clearly distinguishable
 - be undamaged
 - be in sharp focus and clear
 - be print quality of professional standard
 - be a close-up of the head and shoulders
 - show the candidate looking straight at the camera
 - show the candidate with a neutral expression
 - show the candidate with mouth closed
 - show the candidate with eyes open and clearly visible
 - show the candidate without glasses
 - not show any shadows
 - not show anything covering the face, the outlines of eyes, nose or mouth
2. Candidates are advised that only an **ORIGINAL MYKAD** or **PASSPORT** is accepted as the ID Document. Passport must be signed with a minimum validity of 6 months.
3. Candidates are required to show the **ORIGINAL ID DOCUMENT** during the following 4 occasions:
 - Registration
 - Report for Speaking Test
 - Report on the Test Day
 - Collection of Results
4. If your passport is at the embassy/institution for visa processing, you should request from the organisation to return it to you for IELTS registration purpose and for taking the test. The organisation should be able to accommodate such request.
5. Any letter stating that your passport is held by the organisation will NOT be entertained.
6. If your passport has less than 6 months' validity, you should renew it BEFORE registering for the IELTS test.
7. Candidates who are unable to produce their ORIGINAL ID DOCUMENT are PROHIBITED to sit for the test.

Payment details

Testing Fee: RM610.00 (payable to “**British Council**”)

Kuala Lumpur and Penang centres: Payment can be made in cash, by cheque, bank draft, bank transfer, or credit card. Postal orders are not accepted.

Kuala Lumpur and Penang bank details:

Bank: **Citibank**

Bank swift code: **CITIMYKL**

Account Number: **0-115889-028**

Cash deposit must be made through the Citibank counter and not via the cash machine (ATM machine). If you wish to pay by cheque deposit, you may drop the cheque into the corporate box at Citibank.

Kota Kinabalu centre: Payment can be made by cheque, bank draft, bank transfer or credit card. You can also deposit cash into our bank account. Postal orders are not accepted.

Sabah bank details:

Bank: **HSBC**

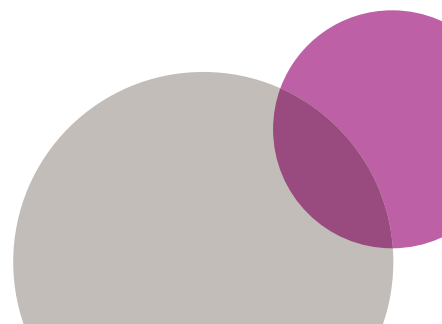
Bank swift code: **HBMB MYKL**

Account Number: **392-858502-001**

Kuching centre: Payment can be made by cheque, bank draft or credit card only.

Notes

1. *Payment by cheque is acceptable only for test dates of TWO weeks or more from the date of registration.*
2. *For payment made by bank transfer, cash deposit or cheque deposit, please scan a copy of the bank-in slip and receipt, before sending it to the respective Test Centre via email (email address is stated at the back page of this booklet). Please indicate Candidate Name and Test Date in the email.*



Additional Test Report Form (TRF)

Each candidate receives one TRF. However, up to five copies can be sent to the institutions of your choice no extra charges provided that the request is made in the IELTS application form during registration.

Thereafter, candidates who require additional copies to be sent to institutions and organisations must complete the "Application for the Issue of Additional TRFs" form. A charge of RM35.00 per copy is applicable. Courier services could be arranged and will be charged separately. Candidates may apply to the centre where they took the test for further copies of the TRF for a period of two years from the test date. Additional copies can only be sent to receiving organisations, not given to candidates.

Enquiry on Results (Re-marking)

Re-marking fee: RM330.00

Candidates who wish to have their test reassessed may do so by filling an Enquiry on Results (EOR) form within 6 weeks of the test date. Results are usually reported within 8-10 weeks of receipt of the candidate's exams material in the UK. The form is available from our office at the British Council. *The full fee will be refunded if a result is changed to a higher band score.*

Fee Refunds/Cancellation Policy

1. Candidates who decide to cancel their registration more than five weeks prior to the test date will receive a refund of RM440.00.
2. Candidates who decide to cancel their registration within the five-week period prior to the test date will **not** receive any refund.
3. Candidates may transfer test dates if they notify the test centre more than five weeks prior to the chosen test date. The centre will charge an administrative fee of RM170.00 to transfer the test date. Transfer of test dates are allowed **ONCE ONLY**.
4. Candidates who wish to transfer test dates within the five-week period prior to the test date will be treated as a cancellation and receive no refund.
5. **Candidates who are absent on the test day will lose their full test fee.**
6. Candidates without an original MyKad/valid passport (whichever photocopy of the document submitted during application) will not be allowed to take the test and will be marked absent on the test date. Candidates will lose their full test fee.
7. Candidates who seek to cancel their registration or transfer test dates within the five-week period prior to the test date will only receive a refund of RM440.00 if they can satisfy to the centre that their ability to sit the test has been affected by illness or serious cause.

Serious causes include:

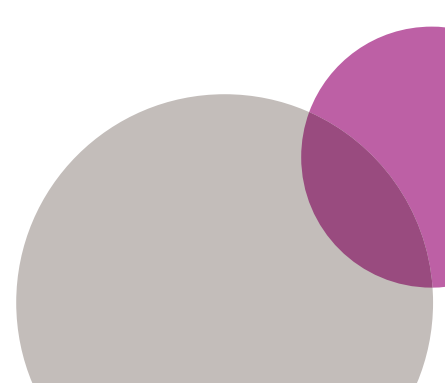
- **Serious illness – e.g. hospital admission or serious injury (does not include minor illness such as a mild cold)**
- **Loss or bereavement – death of an immediate family member (parent, parent-in-law, sibling, spouse or child)**
- **Hardship/trauma – victim of crime, victim of a traffic accident**
- **National service**

The above must be supported by official documents such as medical report, police report, etc.

Cancel – registered for the IELTS test but subsequently does not want to take the test anymore.

Transfer – registered for the IELTS test on a specific test date but subsequently wish to change to a different test date

Five week period prior to test date – the period of **34 days** between the notification of cancellation/transfer and the test day



Frequently Asked Questions

What is IELTS?

IELTS is the International English Language Testing System which tests English proficiency across the globe. Conducting 1.7 million test in 2011 globally, IELTS is the world's most popular high stakes English language proficiency test.

Where can I take IELTS?

You may take the test at the British Council in Kuala Lumpur, Penang, Kuching and Kota Kinabalu and our Test Venues at Petaling Jaya, Melaka and Johor Bahru. Please refer to the back cover page of this booklet for contact details.

When can I take the IELTS?

IELTS is usually available 2 to 3 times a month. Please refer to the test dates in this booklet.

Which organisations accept IELTS?

IELTS is accepted by more than 6000 organisations worldwide. These include universities, immigration departments, government agencies, professional bodies and multinational companies. To search for a recognising institution, use the IELTS Global Recognition System at <http://bandscore.ielts.org>.

Do I have to do the whole test in one day?

The Listening, Reading and Writing components are always completed immediately one after another. The Speaking test is schedule within a period of 7 days before or after the written tests.

What can I bring into the test room?

- Stationery will be provided by the Test Centre. You are not allowed to bring any other stationery into the test room.
- One clear water bottle may be brought inside the test room.
- A valid ID document (original MyKad or Passport) must be supplied when you register for the IELTS test. The document will be checked by the test supervisor and the Speaking examiner.

When will I receive my results?

Only 13 calendar days after the test day.

Can I check my results online?

Yes, results are available online on the 13th day. Please refer to www.britishcouncil.org.my to check your results online.

What do I get when I have taken the test?

You will receive a Test Report Form (TRF) with your overall score and details of how you performed in each component. The TRF includes your photograph for security purposes. The Test Centre can arrange for a TRF to be sent free of charge up to 5 organisations. The organisations have to be detailed in your application form during registration. Candidates who require additional copies to be sent to IELTS recognising organisations must complete the Application Form for the Issue of Additional TRFs. A small charge will be imposed. Courier services can be arranged with separate charges. If you are applying to an organisation that has access to IELTS online verification, your score could be verified online and your application could be processed faster.

How soon can I repeat the test?

There is no limit on the number of times you can sit for the test. However, you are recommended to do additional study before taking the test again. Our Kuala Lumpur and Penang centres offer preparatory courses and language classes. You can also improve your skills by using the IELTS resource books.

What help is available for disabled candidates?

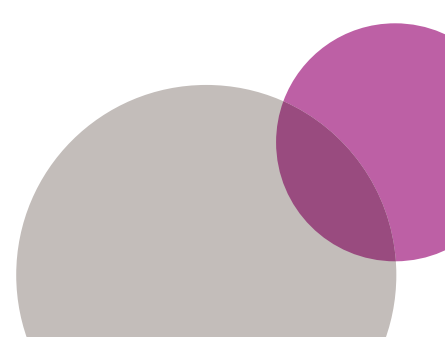
We make every effort to cater for the special needs of disabled candidates. It is our aim for all candidates to be assessed fairly and objectively. If you require special requests, you should apply at least 3 months ahead in order for appropriate arrangements to be made.

What happens if I want to postpone or cancel my test?

If you request for a postponement or cancellation within 5 weeks of the test date, you will normally be charged the full test fee. However, if your request is on medical reasons and you are able to provide necessary medical evidence within 5 calendar days after the test date, the test fee will be refunded minus a local administrative charge.

Can I use my driving licence or student identity card as proof of identity?

No. Driving license, student identity card and any other identification documents are not acceptable. Only valid ID document – MyKad or Passport is allowed. The original ID document specified on the application form has to be brought along on the test day.



What happens if I am absent on test day without giving prior notice?

You will lose your full test fee. However, if the absence is caused by illness or serious causes, the supporting document such as medical report, police report, etc has to be provided within 5 calendar days after the test day. A full fee will be refunded minus a local administration charge. The approval will be solely based on the Test Centre's discretion.

What if I am not happy with my score(s)?

If you believe you did not get the bandscore you deserve, you can request an Enquiry on Results (EoR) at the centre where you took the test. You must do so within 6 weeks after the test by submitting the EoR form and pay the administration fee. The fee will be fully refunded if your score changes to a higher bandscore. Note that IELTS Examiners and markers follow strict assessment guidelines and are regularly monitored. The IELTS testing process has the highest quality control procedures.

Is there a minimum age for candidates taking IELTS?

IELTS is not recommended for those under 16 years old.

Where can I obtain more information?

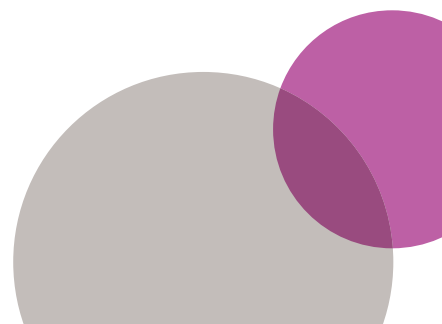
Visit www.britishcouncil.org.my or your nearest IELTS Test Centre. We are happy to provide advice and assistance.

TAKING IELTS WITH THE BRITISH COUNCIL

- Test fee of RM610 which includes free access to a 30-hour online preparation course – Road to IELTS.
- More than 1.7 million candidates in the world take IELTS annually.
- Results in only 13 days and also available online.
- The best test conditions – clean and comfortable venues, excellent sound system and free stationery.

IELTS Preparation

- The following preparation materials are available at our Test Centres
 - Official IELTS Practice Materials
 - How to Prepare for IELTS
 - Top Tips for IELTS
 - Road to IELTS CD-ROM (120 hours)
- Preparatory courses at the British Council Kuala Lumpur and Penang:
 - IELTS Workshop
 - IELTS Preparation Course
- Supervised self-study facility at the English Language Learning Zone
 - Available at the Kuala Lumpur and Penang centres
 - Free access during our operating hours
 - Valid till actual test date





**Kuala Lumpur
British Council**
Ground Floor West Block
Wisma Selangor Dredging
142C Jalan Ampang
50450 Kuala Lumpur

Telephone +60 (0)3 2723 7900
Fax +60 (0)3 2713 6599
kualalumpur@britishcouncil.org.my

Opening hours
Monday to Friday:
9.00 am to 7.30 pm

Saturday and Sunday:
9.00 am to 5.00 pm

Closed on public holidays.

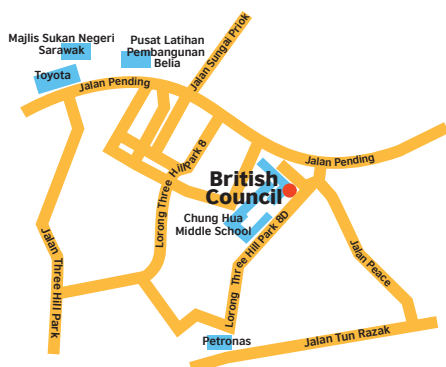


**Penang
British Council**
Wisma Great Eastern
Suite 3A.1 & 3A.2
25 Light Street
10200 Penang

Telephone +60 (0)4 263 0330
Fax +60 (0)4 263 3262
penang@britishcouncil.org.my

Opening hours
Tuesday to Sunday :
9.00am – 5.00pm

*Closed on Mondays and
public holidays.*



**Sarawak
British Council**
Room A15 & A16
Chung Hua Middle School No. 1
Jalan Pending
93450 Kuching

Telephone +60 (0)82 346 044
Fax +60 (0)82 342 199
sarawak@britishcouncil.org.my

Opening hours
Monday to Friday:
9.00am – 12.00pm
2.00pm – 4.00pm

*Closed on Saturdays, Sundays and
public holidays.*



**Sabah
British Council**
Ground Floor
4 Jalan Api Api
Off Jalan Gaya
88000 Kota Kinabalu

Telephone +60 (0)88 222 059
Fax +60 (0)88 238 059
sabah@britishcouncil.org.my

Opening hours
Monday to Friday:
9.00am – 12.00pm
2.00pm – 4.00pm

*Closed on Saturdays, Sundays and
public holidays.*

You may also register the IELTS test at any of the British Council IELTS Associate or Authorised British Council IELTS Registration Agent office. Please refer to www.britishcouncil.org.my for more information.

All information is correct at time of printing (March 2013) and subject to change without prior notice.



IELTS Malaysia British Council
facebook.com/ieltsmalaysia.bc

www.britishcouncil.org.my

www.takeielts.org



Official Test Centre

IELTS is jointly owned by the British Council, IDP IELTS Australia and University of Cambridge ESOL Examinations