



## REGULATIONS

The International English Language Testing System (IELTS) is designed to assess the language ability of candidates who intend to study or work in the medium of English.

IELTS is jointly managed by University of Cambridge ESOL Examinations (Cambridge ESOL), British Council and IDP: IELTS Australia.

## RECOGNITION

- **IELTS** is recognised by educational institutions (almost all higher educational institutions in the UK and 1800 in the USA, including prestigious Ivy League colleges), government agencies and professional bodies all over the world. A full list of institutions recognising IELTS is available on the IELTS website [www.ielts.org](http://www.ielts.org)
- **IELTS** is required by immigration authorities of Australia, New Zealand and Canada for immigration purposes.
- **IELTS** (band 6,5 or more) is required by Home Office in the UK as a language qualification for people applying for British citizenship.
- **IELTS** is recognised by the Polish Ministry of Education (band above 6 or more) as a language qualification for tour guides.
- **IELTS** is accepted by the Polish Civil Service (band above 6) as an English language qualification required from Polish civil servants.

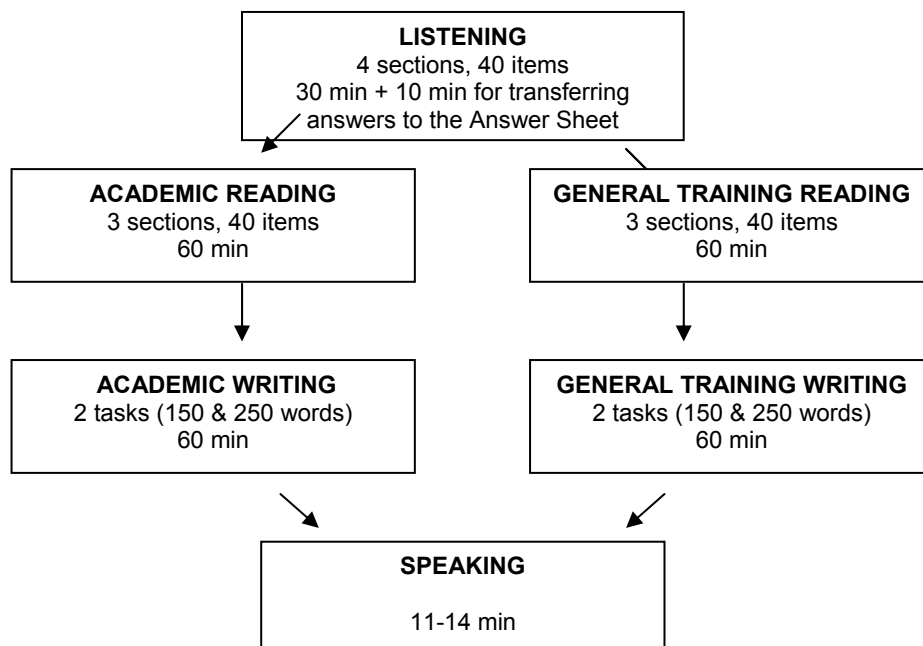
## USEFUL WEBSITES

<http://www.britishcouncil.org/poland-ielts.htm>

<http://www.ielts.org>

## THE IELTS TEST FORMAT

IELTS is composed of four modules (Listening, Reading, Writing, Speaking) and is available in two versions: Academic and General Training. The choice of the test version depends on the requirements of a given institution.



## TEST VENUES & DATES

IELTS is organised by British Council offices in Warsaw and Kraków twice a month. It is also possible to conduct the test at another venue at the request of an institution registering a large group of candidates.

The test dates in **2009** are as follows:

Table 1

### 2009

Test date	Deadline for registration	Test centre	Day of the week	Test version A - Academic GT - General Training
15/01/2009	03/12/2008	Warszawa & Kraków	Thursday	GT + A
31/01/2009	19/12/2008	Warszawa & Kraków	Saturday	A
07/02/2009	19/12/2008	Warszawa & Kraków	Saturday	GT + A
12/02/2009	22/12/2008	Kraków	Thursday	A
21/02/2009	09/01/2009	Warszawa	Saturday	GT + A
05/03/2009	21/01/2009	Kraków	Thursday	A
07/03/2009	23/01/2009	Warszawa	Saturday	GT + A
21/03/2009	06/02/2009	Warszawa & Kraków	Saturday	GT + A
04/04/2009	20/02/2009	Kraków	Saturday	A
18/04/2009	06/03/2009	Warszawa & Kraków	Saturday	GT + A
30/04/2009	18/03/2009	Warszawa	Thursday	GT + A
09/05/2009	27/03/2009	Warszawa & Kraków	Saturday	GT + A
21/05/2009	08/04/2009	Warszawa	Thursday	A
30/05/2009	17/04/2009	Kraków	Saturday	GT + A
20/06/2009	08/05/2009	Warszawa & Kraków	Saturday	A
27/06/2009	15/05/2009	Warszawa & Kraków	Saturday	GT + A
04/07/2009	22/05/2009	Kraków	Saturday	A
<b>04/07/2009</b>	<b>15/05/2009</b>	<b>Gdańsk</b>	<b>Saturday</b>	<b>A</b>
23/07/2009	10/06/2009	Warszawa	Thursday	GT + A
22/08/2009	10/07/2009	Warszawa	Saturday	GT + A
05/09/2009	24/07/2009	Kraków	Saturday	GT + A
17/09/2009	05/08/2009	Warszawa	Thursday	A
26/09/2009	14/08/2009	Warszawa & Kraków	Saturday	GT + A
08/10/2009	26/08/2009	Warszawa & Kraków	Thursday	GT + A
24/10/2009	11/09/2009	Kraków	Saturday	GT + A
31/10/2009	18/09/2009	Warszawa	Saturday	A
07/11/2009	25/09/2009	Warszawa & Kraków	Saturday	GT + A
19/11/2009	07/10/2009	Warszawa & Kraków	Thursday	A
03/12/2009	21/10/2009	Kraków	Thursday	A
05/12/2009	23/10/2009	Warszawa	Saturday	GT + A

The speaking module may be taken in the period of seven days before or after the written test.

## REGISTRATION

Registration for the IELTS test takes place after the following documents have been delivered (in person or by post) to the British Council Examinations Services. Deadline for delivery is **no later than the deadline for registration** (see table above):

- completed Application Form with 2 recent photographs (black & white or colour)
- original proof of payment
- completed *Statement*

The documents can be obtained:

- from the British Council website at [www.britishcouncil.pl](http://www.britishcouncil.pl) (Examinations)
- by post from Examinations Services staff
- in person from Examinations Services staff

The test fee:

- **600PLN** – should be paid to the bank account given on the appropriate payment slip.

**All bank charges must be paid by the candidate.**

Those wishing to pay in GBP are requested to contact: [IELTS@britishcouncil.pl](mailto:IELTS@britishcouncil.pl)

## TEST DATE TRANSFER AND CANCELLATION

### 1) A candidate who has registered for the IELTS test can apply for:

- a) a transfer to a different test date free of charge, observing the deadline for registration (see table I)
- b) a cancellation of their registration and a refund of 100% of the test fee

provided he/she submits a completed **official request form** to Examinations Services at the British Council in Warsaw or Kraków **no later than the deadline for application given in the table below.**

Table 2

#### 2009

Test date	Deadline for application for refund or test date transfer
15/01/2009	09/12/2008
31/01/2009	22/12/2008
07/02/2009	01/01/2009
12/02/2009	06/01/2009
21/02/2009	15/01/2009
05/03/2009	27/01/2009
07/03/2009	29/01/2009
21/03/2009	12/02/2009
04/04/2009	26/02/2009
18/04/2009	12/03/2009
30/04/2009	24/03/2009
09/05/2009	02/04/2009
21/05/2009	14/04/2009
30/05/2009	23/04/2009
20/06/2009	14/05/2009
27/06/2009	21/05/2009
04/07/2009	28/05/2009
<b>04/07/2009</b>	<b>15/05/2009 - Gdańsk</b>
23/07/2009	16/06/2009
22/08/2009	16/07/2009
05/09/2009	30/07/2009
17/09/2009	11/08/2009
26/09/2009	20/08/2009
08/10/2009	01/09/2009
24/10/2009	17/09/2009
31/10/2009	24/09/2009
07/11/2009	01/10/2009
19/11/2009	13/10/2009
03/12/2009	27/10/2009
05/12/2009	29/10/2009

### 2) If the request for refund or transfer of test date is made after the deadline given in the table above, the candidate:

- a. **is entitled to** a transfer to a different test date for an additional fee - 25% of test fee, observing the deadline for registration for a chosen date (see table I), if the request is made due to:
  - a candidate's serious illness (e.g. hospital admission)
  - death of a close family member
  - hardship/trauma, e.g. a traffic accident
  - military service

provided he/she submits a completed **official request form** to Examinations Services at the British Council in Warsaw or Kraków **no later than 5 working days after the test date.** The request must be supported by appropriate official documentation and/or evidence. Candidates applying for test date transfer must select a test date within a three-month period from submitting the request.

- b. **is entitled to** cancel their registration and receive a refund of 75% of the test fee if the cancellation is caused by:
- a candidate's serious illness (e.g. hospital admission)
  - death of a close family member
  - hardship/trauma, e.g. a traffic accident
  - military service
- provided he/she submits a completed **official request form** to Examinations Services at the British Council in Warsaw or Kraków **no later than 5 working days after the test date**. The request must be supported by appropriate official documentation and/or evidence.
- c. **is not entitled to** a refund or test date transfer if:
- the cause is different from the ones mentioned above
  - the application is not accompanied by appropriate official documentation and/or evidence
  - the application is made later than 5 working days after the test date.

### Registration for the IELTS test can be made:

	<b><u>Warsaw</u></b>	<b><u>Kraków</u></b>
<b>phone:</b>	(0048) (022) 695 59 36 or 695 59 40	(0048) (012) 428 59 30 or 428 59 39
<b>e-mail:</b>	<a href="mailto:IELTS.Warsaw@britishcouncil.pl">IELTS.Warsaw@britishcouncil.pl</a>	<a href="mailto:IELTS.Cracow@britishcouncil.pl">IELTS.Cracow@britishcouncil.pl</a>
<b>post:</b>	Examinations Services British Council Al. Jerozolimskie 59 00-697 Warsaw	Examinations Services British Council Rynek Główny 6 31-042 Kraków

### SPECIAL ARRANGEMENTS

1. Candidates with special needs requiring the adaptation of test papers (e.g. hearing/sight impairment), should submit their application for special arrangements complete with medical evidence to the British Council no later than **3 months** before the test date (see *table 1*). \*
2. Candidates with special needs requiring administrative changes (e.g. the use of headphones, computer, etc.) should submit their application for special arrangements complete with medical evidence to the British Council no later than **6 weeks** before the test date (see *table 1*). \*
3. Candidates with dyslexia should submit a report provided by a fully qualified educational, clinical or chartered psychologist no later than **6 weeks** before the test date. The medical evidence must:
  - a. be in the form of a report prepared in a period no more than two years prior to the date of the examination
  - b. include details of the degree of disability
  - c. include names of the test used to diagnose dyslexia.

\* The organisers of the test may not be able to provide the service requested.

### RESULTS

There is no possibility of viewing the examination papers.

IELTS Test Report Forms (TRFs) are issued **on the 13th day following the test**.

A candidate receives one copy of the TRF with scores from 4 test modules and the overall band score (1 to 9). TRFs are recommended as valid for two years. One copy for the candidate and up to 5 copies to receiving institutions indicated in the Application Form are sent at no extra charge. An administrative fee is charged for despatch of each additional copy – **10PLN** for local post and **20PLN** for international post.

Candidates may collect TRFs in person or through an authorised person. The test centre must be notified of this fact no later than 7 days after the written exam and an authorisation form completed by the candidate.

**IMPORTANT NOTICE:** From March 2006 institutions registered with Cambridge receive and process candidates' IELTS results electronically only. The electronic download of results serves to improve the efficiency of application processing system. In light of this change candidates should now always inform the receiving institution of the date of their IELTS test.

If a candidate is unhappy with their results, they may apply for an enquiry on results. This is a paid service. Candidates requesting a re-mark of their results must complete an Enquiry of Results Form and submit it, together with proof of payment of the re-mark fee, at the test centre at which they took their test within 6 weeks of the test date. The result of the re-mark is available 6 weeks after British Council London receives the materials.

If the re-mark results in an improvement of the candidate's score, the candidate receives a full refund of the re-mark fee.

The IELTS test may be taken again on any test date (see table I).

## IELTS AND THE COUNCIL OF EUROPE LEVELS

IELTS	COUNCIL OF EUROPE	CAMBRIDGE ESOL
7.5 +	C2	CPE
6.5 – 7.0	C1	CAE/ BEC Higher
5.0 – 6.0	B2	FCE/ BEC Vantage
3.5 – 4.5	B1	PET/ BEC Preliminary
3.0	A2	

## PREPARATION FOR THE TEST

A preparation course is not a requirement for candidates who want to register for IELTS. However, candidates who wish to receive tuition may attend an IELTS preparation course organised by the British Council in Warsaw and Kraków. For more information please contact the British Council English Teaching Centre.

**Warsaw**  
**phone:** (0048) (022) 695 59 00, 695 59 62  
**e-mail:** [etc@britishcouncil.pl](mailto:etc@britishcouncil.pl)  
**Work hours** Monday to Friday  
 8.30 – 19.00.

**Kraków**  
**phone:** (0048) (012) 428 59 30 or 428 59 39  
**e-mail:** [bc.krakow@britishcouncil.pl](mailto:bc.krakow@britishcouncil.pl)  
**Work hours** Monday to Friday  
 8.30 – 19.00.

British Council test preparation materials:

“How to Prepare for IELTS” and “Sample Test” is available at

- the British Council Examination Services in Warsaw (Monday-Friday 8.30-16.00, tel. (22) 695 59 36, 695 59 40; e-mail: [ielts.Warsaw@britishcouncil.pl](mailto:ielts.Warsaw@britishcouncil.pl))
- and British Council office in Kraków (Monday-Friday 8.30-19.00, tel. (12) 428 59 30, 428 59 39; e-mail: [bc.krakow@britishcouncil.pl](mailto:bc.krakow@britishcouncil.pl)).

IELTS materials bought on the British Council's premises in Warsaw and Kraków cannot be reclaimed.

One copy is also available for reference at the British Council Warsaw and Kraków Reception (Monday-Friday 8.30-18.30) and all the British Libraries in Poland (addresses available at

<http://www.britishcouncil.org/poland-partner-libraries-network.htm>

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 “The British Council and the Examining Boards take all reasonable steps to provide continuity of service. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The British Council's liability will be limited to the refund of the registration fee or re-testing at a later date.”  
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British Council  
[www.britishcouncil.pl](http://www.britishcouncil.pl)

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

[www.ielts.org](http://www.ielts.org)