

PAPER BASED (PB) IELTS TEST REGULATIONS

As of 1 September 2020 until 31 December 2020 for Fundacja British Council Examination Centres in Poland.

I. ENTRIES

GENERAL PROVISIONS

1. Service Provider is the non-public continuing education institution, the British Council Centre for Children and Teenagers, entered in the register of schools and non-public institutions kept by the Capital City of Warsaw under no. 92/Pz; and the non-public continuing education institution, the British Council Centre for Adults, entered in the register of schools and non-public institutions kept by the Capital City of Warsaw under no. 1112K - entities governed by the Fundacja British Council registered in District Court for the Capital City of Warsaw in Warsaw, XII Commercial Division of the National Court Register under KRS number 0000449621, NIP (Tax Identity No.): 7010369489, with its principal office in Warsaw, Poland and address at Koszykowa 54, 00-675 Warsaw, Poland (hereinafter referred to as 'the British Council').
2. Service Receiver is a natural person, a legal entity, or an organisational unit without the status of a legal entity (candidate, school or institution), who or which uses a remote agreement provided by the British Council, within the territory of Poland.

CONDITIONS OF REMOTE AGREEMENT CONCLUSION

3. British Council provides remote services:
 - 3.1 on the www.britishcouncil.pl website by entering one's name to the list of Test-Takers for an IELTS test using a form available on the site (for individual Test-Takers and Test-Takers registered by schools/institutions).
 - 3.2 by e-mail (a message with the confirmation of entering one's name on the list of Test-Takers for a test at the British Council and the confirmation of the exam fee posting).
4. The agreement between the Service Provider and the Service Receiver for the administration of a selected test shall be deemed entered into (the moment of the test registration completion) upon the payment of the test fee by the Service Receiver after his or her data is entered on the list of Test-Takers for a selected test via the on-line registration system made available by the Service Provider on the Site. The Service Receiver's failure to pay the fee in the amount and within the time limit set forth by the Service Provider on the Site will result in removing the Service Receiver's entry from the list of Test-Takers and the agreement contemplated in this point will not be entered into. If the Service Receiver enters untrue or incomplete data on the list of candidates, the Service Provider will attempt to contact the Service Receiver in order to supplement or rectify the data. If such an attempt proves unsuccessful, the Service Provider may withdraw from the agreement.

EXAM FEES

5. The paper based test fee is 810 PLN.
6. Exam fees are given in Polish zloty. The price given for each exam is binding upon the placement of a purchase order by the customer.
7. The exam fee shall be paid by the Service Receiver following the entry to the list of Test-Takers by a bank transfer or by an on-line payment for the benefit of the Service Provider to the account of the Service Provider made within the time limit and in the way set forth by the British Council and published in the specific exam regulations and on the Service Provider's site.
8. At the Service Provider's offices in Warsaw and Cracow, the Service Receiver can pay the exam fee by a payment card (Visa, Visa Electron, Maestro, MasterCard, MasterCard Electronic, American Express). In case the payment is made by card as described in this point, the present Regulations are not applicable as the agreement is entered into at the Service Provider's offices and, as such, is not a remote agreement. Fundacja British Council does not accept payments in cash.
9. The Service Receiver who paid the exam fee but failed to enter his or her name on the list of Test-Takers within the time limit indicated for registration shall be entitled to full reimbursement of the exam

fee. In this case no exam administration agreement is entered into between the Service Receiver and the Service Provider.

REGISTRATION – GENERAL PROVISIONS

10. In order to register for the IELTS test you should:
 - A. enter your personal data into the Test-Takers on-line database in the registration system on <https://ieltsregistration.britishcouncil.org/test-chooser>
 - B. **deposit the required fee** of 810 PLN according to the instructions given in the registration system:
 - if you pay by a bank transfer - no later than **2 calendar days** after registering for the test, where the first day is the day of registration
 - if you pay on-line by card - **within 1 hour** of generating link with instructions to a payment portal
11. Test-Takers who do not observe the procedures stated in points 10. A-B above will not be entered for the IELTS test on the chosen date and their personal data will be deleted from the Test-Takers' database in the on-line registration system.
12. All bank charges must be paid by the candidate.

II. TEST DATES AND LOCATIONS

1. The list of IELTS test sessions currently available in each location in Poland can be found in the internet registration system on <https://ieltsregistration.britishcouncil.org/test-chooser>.
2. The number of places for tests is limited. Session will not be visible in the system after the deadline for registration.
3. The registration deadline may be extended if there are places left after the official close of registration date.
4. In certain smaller test locations (Lublin, Szczecin, Rzeszów) IELTS will be organised if a minimum of 10 Test-Takers register for the test. If fewer than 10 Test-Takers apply, they will be entitled to:
 - transfer to the next available test date,
 - reimbursement of the full test fee (100%).The decision as to whether to sit the test or apply for reimbursement rests with the candidate.
5. The speaking module may be taken in a period of 3 calendar days before or 1 calendar day after the written and listening parts of the test. **The exam centre reserves the right to change the date and time of the speaking part chosen by a Test-Taker. Test-Takers will be informed about all changes by an email.**
6. Detailed information on the dates, time and locations of the IELTS test modules will be sent to the candidates automatically from the registration system after choosing the speaking test day and time and once the exam fee is registered on our account. If the registration system doesn't show the test location (i.e. shows the message: *TBC – to be confirmed*), candidates will receive location details at a later stage.
7. Test-Takers who do not receive the email with detailed information on the dates, time and locations of their IELTS test modules by the end of day 3 before the written part of the test are required to contact the Fundacja British Council exam centre in Cracow or Warsaw as soon as possible. Test-Takers who missed their exam because they had not received the email with information on their test schedule and not reported this fact to their examination centre **are not entitled to a refund on this account.**

III. TEST DATE CANCELLATIONS AND OTHER CHANGES

1. The Service Receiver being a natural person who has paid the exam fee as set forth in Section I and thus entered into a remote agreement with the Service Provider may withdraw from the agreement without giving reasons within 14 days from the date the agreement

for the administration of a selected test on condition that they submit a completed [official request form](#) to the Fundacja British Council in Cracow or Warsaw. This right does not apply to the Service Receivers for whom the service was provided in full by the Service Provider.

2. Test-Takers registered for IELTS can apply for:
 - a) a transfer to a later test date free of charge
 - b) a cancellation of their registration and a refund of 100% of the test fee. The person/institution that submitted the fee on behalf of the candidate is entitled to receive a refund,
on condition that they submit a completed [official request form](#) **not later than 5 weeks before the exam date of the test they are registered for.**
3. If a request for refund or transfer of a test date is made after the deadline above, the candidate:
 - a) is entitled to a transfer to a different test date for an additional fee - 25% of the test fee (202,50 PLN), observing the deadline for registration for the chosen new date, if the request is made due to:
 - a candidate's serious illness (e.g. hospital admission)
 - the 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 the Fundacja British Council in Cracow or Warsaw **not later than 5 working days after the original test date for which the candidate was registered, where the first day is the day of the written part of the test.** The request must be supported by appropriate official documentation and/or evidence. Test-Takers applying for test date transfer must select a test date within a three-month period from the date of submitting the request.

- b) is entitled to cancel their registration and receive a refund of 75% of the test fee (607,50 PLN) if the cancellation is caused by:
 - a candidate's serious illness (e.g. hospital admission)
 - the 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 the Fundacja British Council in Cracow or Warsaw **not later than 5 working days after the original test date for which the candidate was registered, where the first day is the day of the written part of the test.** 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 original test date, for which the registration was made.

IV. SPECIAL ARRANGEMENTS

In the case of applying for special arrangements, Test-Takers are kindly asked to contact the Fundacja British Council in Cracow or Warsaw to receive detailed information about all possible technical and administrative arrangements.

1. Test-Takers with special needs requiring the adaptation of test papers (e.g. question papers in Braille; enlarge print, special CD etc.), should register for the test, pay the test fee and submit their application for special arrangements complete with medical evidence to the Fundacja British Council no later than **3 months** before the test date.
2. Test-Takers with special needs requiring administrative changes (e.g., extra examination time, the use of headphones, computer, etc.) should register for the test, pay the test fee and submit their application for special arrangements complete with medical evidence to the Fundacja British Council no later than **6 weeks** before the test date.

3. Test-Takers with dyslexia, dysgraphia or dysorthographia should submit a report provided by a fully qualified educational, clinical or chartered psychologist. The medical evidence must:
 - a) be in the form of a report issued when the candidate was aged 13 or older;
 - b) include details of the learning difficulty and tests which have been carried out
 - c) be an original document, on headed paper, written by a fully qualified psychologist;

Test-Takers who do not observe the procedures stated in points 1-3 above will not be supported with the special arrangements they requested.

The organisers of the test may not be able to provide the service requested (specialised equipment/software, etc).

V. TEST DAY

1. Test-Takers arriving for the test **should bring the same identification document (national ID card or passport)** that was entered into IELTS registration system. **Residence cards are not accepted** as valid IDs during IELTS test.
2. On the test day Test-Takers will have their photograph taken. This photograph will be printed on the Test Report Form and made available to the institutions, indicated by the candidate, that download IELTS results from the on-line site.
3. Information regarding test day arrangements is in [Notice to Candidates](#).

Test-Takers are not allowed to bring any electronic equipment to the test room including mobile phones and watches of any kind. Any candidate using or in possession of any unauthorized devices during the test may be disqualified. The need to use electronic medical aids during the test should be supported by relevant medical certifications and reported to exam centre prior to making test entry. Test-Takers are also requested not to bring any expensive personal items. The British Council is not liable for the loss of any items left in the cloakroom. The only items allowed in the test room are an approved identity document and a beverage in a transparent bottle.

VI. RESULTS

1. Test results (Test Report Forms - TRF) are issued to the Test-Takers who attempted all 4 parts of the test. (Test Report Forms - TRF) are sent by post and available on-line on the **13th calendar day** following the written parts and listening part of the test.
2. In exceptional situations it may be necessary to review administrative or security matters associated with the test. In that case results may not be issued on the 13th day after the test.
3. Test-Takers can view their results for 40 days after their written test date. Online result is provisional and should not be used as an official confirmation of achievement.
4. Test-Takers who want to receive their IELTS test results on the day they are released directly to their mobile phones should fill in the [SMS request form](#). The fully completed form should be delivered to the Fundacja British Council in Warsaw or Cracow in person, by post, or scanned and sent as an email attachment to IELTS@britishcouncil.pl or krakow@britishcouncil.pl no later than 7 working days after the written test.
5. During the two-year period after the test, a candidate receives one copy of the TRF with the scores from 4 test modules and the overall band score (1 to 9). Additional copies of the TRF (up to 5 in total) are sent directly to receiving institutions indicated by a candidate during registration or in the [Application for the Issue of Additional TRF](#) form. After that period there is no possibility to apply for additional TRF. The additional TRF preparation takes up to 5 working days. Each copy over 5 is payable and the cost is 36 PLN. The form should be submitted to the Fundacja British Council in person, by post, fax or e-mail.
6. Candidates' data are kept by the exam centre for three years from the written test day.

7. Test-Takers may collect TRFs in person or through an authorised person. The test centre must be notified of this fact no later than 7 working days after the written test date and an [authorisation form](#) must be completed by the candidate.
8. Certain institutions do not receive a paper version of the TRF but download candidates' IELTS results from the on-line site. This serves to improve the efficiency of the application processing system. Test-Takers should, therefore, always inform the receiving institution of the date (written and listening parts) of the IELTS test.
9. There is no possibility to view the test papers.
10. If you believe a mistake has occurred or your exam result is not fair you can ask Cambridge English for an Enquiry on Results. This is a paid service.

The cost of Enquiry on Results is 405 PLN. Test-Takers requesting a re-mark of their papers must submit all relevant documents: a completed Enquiry on Results form and a proof of payment to the Fundacja British Council in Cracow or Warsaw within 6 weeks of the written test date. The result of the re-mark is available approximately 2-21 days after the British Council London has received the documents.

Detailed information regarding enquiry on results and appeal procedures can be obtained from the Fundacja British Council in Cracow or Warsaw. If the re-mark/appeal results in an improvement in the candidate's score, the candidate will receive a full refund of the re-mark/appeal fees.

11. The IELTS test may be taken again on any test date.

VII. COMPLAINTS

1. All comments concerning the conduct of the IELTS test should be given by the candidate to the supervisor/test administrator **immediately after the test** (in the case of the listening test all comments should be reported at the beginning of the test, after hearing the introductory recording) and also in writing (by email or in person) to the British Council examination centre staff no later than five days after the relevant part of the test. Information on how to submit comments can be found on www.britishcouncil.pl.
2. The Service Receiver may ask questions, give opinions or lodge complaints concerning the Service Provider and the services it provides by using the contact details available on www.britishcouncil.pl. The Service Provider shall address all opinions, questions or complaints from the Service Receivers within five working days of their receipt.

VIII. ADDITIONAL INFORMATION

1. Test-Takers who have registered for an IELTS test will be given, free of charge access to '**Road to IELTS**' British Council on-line preparation materials. The unique password issued at registration will be valid for one week after the test date.
2. Completing a preparation course is not a requirement for Test-Takers who want to register for IELTS. However, Test-Takers who wish to receive tuition may attend an IELTS preparation course organised by the Fundacja British Council in Cracow or Warsaw. For more information please contact the Fundacja British Council Customer Services.
3. Detailed information about IELTS can be found at: www.britishcouncil.pl/en/exam/ielts and www.britishcouncil.org/takeielts.
4. In performing all activities related to the implementation of the agreement, the British Council complies with the laws and guidelines in force at the given place and time in securing and protection of children and adults with special needs and the principles of the UK legislation (Children Act 1989) and The United Nations Convention on the Rights of the Child (to the extent that those provisions are not directly applicable in Poland), as well as the British Council Child Protection Policy.
5. These Regulations does not apply to the IELTS UKVI and IELTS Life Skills tests, which are offered under the conditions described in the IELTS UKVI and IELTS Life Skills Regulations, available on www.britishcouncil.pl

IX. CONTACT DETAILS

	<u>Warsaw</u>	<u>Cracow</u>
Telephone:	+48 22 695 59 00 (Mon-Fri 9.30–17.30 Sat 9.30–13.30)	+48 12 428 59 30 or 428 59 39 (Mon-Fri 9.30–17.30 Sat 9.30–13.30)
address:	Fundacja British Council Customer Services ul. Koszykowa 54 00-675 Warsaw	Fundacja British Council Customer Services Rynek Główny 6 31-042 Cracow
open:	Monday - Friday 8.30 – 19.00, Saturday 8.30 – 16.00.	Monday - Friday 8.30 – 19.00. Saturday 9.30 – 13.30.
e-mail:	ielts@britishcouncil.pl	krakow@britishcouncil.pl

X. FUNDACJA BRITISH COUNCIL LIABILITY

The Fundacja British Council and the Examining Boards take all reasonable steps to provide continuity of service. Those institutions, however, cannot be held responsible for any irregularities of service caused by circumstances beyond their control. In the case of delays, interruptions or cancellation of examinations or delays in the issue of results for reasons independent of the organisers, we will make every effort to resume normal service as soon as possible. In the above mentioned cases the Fundacja British Council's liability will be limited to re-testing at a later date or a refund of the registration fee. If the delays or interruptions in the course of the examinations were caused by the organisers and lasted longer than 24 hours, or if the examinations were cancelled through a fault of the organisers, Test-Takers may apply for compensation of loss on general terms.



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www.ielts.org