

Did you know the IALF can run IELTS tests on your premises?

- Test date & the number of candidates needs to be confirmed with IALF at least 5 weeks before the test as there is a cut-off date of 5 weeks for ordering test papers
- Test dates can be checked from www.ialf.edu or www.ielts.org
- IALF requires a minimum of 12 candidates for an off-site test

Test room requirements:

- Test room to be air-conditioned, well-lit & quiet
- Candidates require individual tables & chairs, or folded chairs with tables attached to them. These are arranged so that each candidate is 1.25m apart from each other to all sides (front, back, right, left)
- A table & chair is required at the front of the room for the invigilator
- CD player, white board, white board marker & wall clock

Other rooms required:

- Toilet facilities
- Deposit counter for candidates' belongings (bags & mobile phones)

Administrative requirements:

- All completed application forms (incl. candidate's signature, 2 photos, copy of ID) must reach IALF at least 1 week before the test. Forms are downloadable from www.ialf.edu or www.ielts.org
- The standard IELTS test fee is USD205 and arrangements for test fee payment can be made with the test centre administration team in advance
- Additional administration fees may be added to the standard test fee to cover administration costs incurred either at the off-site location or the test centre in terms of examiner expenses, such as travel, accommodation, per diem etc.
- Test result forms for all candidates can be sent to individual candidates or sent collectively to your premises by TIKI ONS. Preview results can also be accessed online by candidates 13 days after the test date

Test fee payments:

- Please contact an IALF branch regarding bank transfer and payment options

On test day:

- Candidates should arrive at 8am
- The test starts at 9.00am with Listening, followed by Reading & Writing
- Candidates check their Speaking test schedule & take a short break
- Speaking tests are scheduled at 20 minute intervals and start at 12pm

Speaking tests are generally conducted on the same day as the other modules of the test

Test day regulations:

- Candidates **must** present their original ID (KTP/passport) as used on the application form. Any other ID is not acceptable
- Candidates must come on time; late comers (after Listening starts) cannot be admitted into the test room
- Bags & mobile phones are not allowed in the test room, all belongings must be left at the deposit counter
- Candidates bring their own pencils, pencil sharpener, eraser & pens
- Other items allowed: water in transparent bottle & warm jacket or sweater

If you would like further information regarding running an IELTS test on your premises, please contact your nearest IALF branch:

Jakarta:	Kirana Widayanti	IALF Jakarta Plaza Kuningan, Menara Selatan, 3rd floor Jl. H.R. Rasuna Said Kav. C 11-14 Jakarta 12940 Tel. (021) 521 3350 ielts@ialf.edu
Bali:	Vlad Pejovic	IALF Bali Jalan Raya Sesetan 190 Denpasar 80232 Bali Tel. (0361) 225 243 ieltsbali@ialf.edu
Surabaya:	Alex Gough	IALF Surabaya Jl Sumatera 49 Surabaya 60281 East Java Tel. (031) 502 6400 ieltsadminsby@ialf.edu