



**Register and pay online from [ieltsonline.ialf.edu](http://ieltsonline.ialf.edu)**

## Information for IELTS Candidates at IALF Bali

### Test Registration

1. Test registration can be done online at [www.ialf.edu](http://www.ialf.edu) or in person at our centre
2. Prepare for your scan passport or KTP (for Indonesian only) to be uploaded
3. Fill out the Application Form, please read the form completely
4. Registration should be done no later than 2 working days before the test, subject to there being places available
5. Test fee i.e. IDR 2,900,000 should be paid upon registration

### Cancellation and Transfer

6. If you cancel the test 5 weeks or more before the test date, you will be charged an administration fee of 20% of the test fee
7. If you cancel the test within 5 weeks of the test date, you will not receive a refund
8. Transfers to another test date will only be done for genuine medical reasons (evidence required) for serious illness

### Test Time and Day

9. Test registration starts at 8.00 a.m. Please make sure you arrive well beforehand. If you arrive late you will not be able to sit the test and your test fee will not be refunded
10. The Listening, Reading, Writing & Speaking tests will be done at the same day
11. You will have your photograph and finger-scan taken
12. Please note that there will be no breaks between the Listening, Reading, and Writing tests
13. Please bring:
  - Your **original ID** which is used when registering for the test (MUST BE THE SAME ID)
  - Pencils, an eraser, small pencil sharpener
  - Water in a clear plastic bottle is permitted; no other things are allowed in the exam rooms
14. Please ensure that mobile phones and pagers are switched off and placed in the area designated by the Administrator
15. Any attempt to cheat, copy another candidate's work, make copies of any part of the exam materials, remove exam materials from the exam room, or bring a mobile phone into the exam room will lead to disqualification without refund

### Test Results

16. You can collect 1 Test Report Form (TRF) at our centre 13 days after the test date by showing the payment slip and your original ID. You can preview your score on our website: [www.ialf.edu](http://www.ialf.edu)
17. Five other TRFs can be sent to overseas institutions that you nominate in your Test Application Form
18. The sending of TRF(s) will be done via courier at your expense. Please confirm and pay for the fee on the test day in IDR cash.

### Re-Marks

19. Request for re-marks must be made within 6 weeks of the test date and the process takes between 2 and 21 days after the formal request has been made. IELTS tests are re-marked by a Senior IELTS assessor based in Australia. The fee for this service is currently IDR 1,800,000 which is refunded to the candidate if any of the scores are increased

### Complaints or Feedback

20. If you wish to make a formal complaint or give feedback about the IELTS test administration at IALF Bali, you should do it on the day of your test - request a form for this purpose from the Administrator

Thank you, IELTS Administrator, IALF Bali, February 2019

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