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## IELTS Offsite Testing Information

<b>Registration</b> (8:00 am – 8:45 am)	<ul style="list-style-type: none"><li>• Candidates check in with their <b>passport (or PR card)</b>.</li><li>• All drinks, such as water or juice, must be in a clear bottle.</li><li>• A cloakroom staff member will collect any bags, electronic devices (including cell phones) and other valuable items. The only items allowed in the test room are their passport and a bottle of water.</li><li>• Each candidate's photograph and fingerprint will then be taken.</li></ul>
<b>IELTS Test Schedule</b> (9:00 am – 12:15 pm)	<ul style="list-style-type: none"><li>• The paper-based test (<b>listening, reading, and writing</b>) is scheduled to begin at 9:00 am and end at 12:15 pm.</li><li>• Once the test has finished and the papers have been collected, candidates may leave the test room.</li></ul>
<b>Speaking Tests</b> (12:30 pm – 5:00 pm)	<ul style="list-style-type: none"><li>• All candidates will be scheduled for a speaking interview in 20 minute intervals.</li><li>• A speaking examiner will collect candidates from the supervised waiting room and candidates will give their belongings to the staff member.</li></ul>
<b>Important Notes to Remember</b>	<ul style="list-style-type: none"><li>• Pencils and erasers will all be provided.</li><li>• Food is not allowed in the test room (if food is required for medical reasons you must have informed us prior to the registration deadline by way of a medical note).</li></ul>
<b>Test Results</b>	<ul style="list-style-type: none"><li>• Test Results will be available 13 days after the test date.</li><li>• Within 30 days of the test date, candidates may nominate up to 5 universities to which copies of your IELTS test results will be sent for no additional charge.</li></ul>

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**IELTS Offsite Testing Questions**

1. How many candidates minimum? 10 Maximum? 25
2. Test dates – Thursdays only  
2016 Thursday Test dates:
  - i. 8/4/16
  - ii. 9/15/16
  - iii. 10/13/16
  - iv. 11/3/16
  - v. 12/15/16
3. Registration:
  - a. Online registration at <https://www.ieltsregistration.org/>
  - b. Complete test fee payment via credit card or cash payment – at center : \$235; offsite: \$25.00  
fee per test = \$260
  - c. Submit a copy of passport (can be electronic copy emailed to me)
4. Staffing = 1 Invigilator (8:00 – 1:00) + 1 Administrator (8:00 – 5:00), 2-3 Examiners (12:30 – 5:00)
5. Internexus test site – test room with chairs and desks, spaced 50 inches apart in every direction; whiteboard, working clock, registration and waiting rooms
6. Branding/Marketing website questions – Refer to Amy Carter, IELTS USA Senior Marketing Manager, [acarter@ieltsusa.org](mailto:acarter@ieltsusa.org)