

## IELTS Minor Candidate Consent Form

*Important – Please read this information carefully before you complete this consent form. Your completed consent form must be provided to the Test Centre together with the other documents requested, before we can confirm your participation. We recommend that you keep a copy for your records.*

*Who should use this form? – Any person who wishes to take an IELTS test who has not yet reached the age of legal competence (i.e., is a minor under local law).*

### IELTS TERMS & CONDITIONS AND LEGAL NOTICES

#### Declaration

1. I acknowledge that the IELTS test is jointly owned by British Council, IDP: IELTS Australia and Cambridge English Language Assessment, collectively referred to as the IELTS Test Partners.
2. I certify that the information on the Online Application Form is complete, true and accurate.
3. I understand that the personal data on the Online Application Form is collected for the purposes of the IELTS test, and I consent for this data to be disclosed to, processed and stored by the IELTS Test Partners for the purpose of such administration. I further consent for this data, including, without limitation, test performance or score data or photographs taken by the IELTS test centre and my test result to be disclosed by the IELTS Test Partners to those Recognising Organisations to which I apply and to governments (including visa processing authorities) for the purpose of allowing these organisations to verify my test result or to carry out enquiries in relation to suspected malpractice. If the IELTS Test Partners discover that a false or altered Test Report Form has been provided to any of these Recognising Organisations or government authorities I further consent that the IELTS Test Partners may inform the same and provide them with my personal data and any relevant details relating to the work I produce as part of my test taking, including, without limitation, test performance or score data or photographs taken by the IELTS test centre.
4. I understand that my personal data may be processed in an anonymous form for statistical and research purposes for the development of Cambridge English Language Assessment examinations. Cambridge English Language Assessment and the centre administering the test confirm that they will not disclose personal information about candidates to others except as stated in this Declaration or to the extent permitted by law.
5. I understand that I may view a copy of my personal data contained in the Application Form by contacting [ielts@cambridgeenglish.org](mailto:ielts@cambridgeenglish.org). I understand that a fee will be charged for access to this information.
6. I understand that if the details on the form are not completed my application may not be processed. I further understand that completing and submitting the Online Application Form does not guarantee enrolment on my preferred test date or at my preferred test location. I understand that my enrolment will be

confirmed in writing from the test centre.

7. I understand that I will have my photograph taken by the test centre to allow the Test Report Form to be released. If I have not had my photograph taken by the test centre no result will be issued.
8. I understand that any personal data collected during the identity verification process by the centre either at test registration or on test day will be processed and securely stored by the IELTS Test Partners for the purpose of the IELTS test. I acknowledge that the photograph taken of me by the centre will be provided upon request to any Recognising Organisations or government authorities (including visa processing authorities) to which I apply for the purposes of allowing these organisations to verify my test results or to carry out enquiries in relation to possible malpractice or test integrity issues. I understand that where finger-scan data is obtained it will not be disclosed to any entity except the IELTS Test Partners.
9. I acknowledge that I have read the IELTS Notice to Candidates (can be downloaded from [www.britishcouncil.ch/exam/ielts](http://www.britishcouncil.ch/exam/ielts)) and agree to abide by the rules and regulations contained therein.
10. I understand there may be local terms and conditions I must comply with and that the test centre will provide details of these on request.
11. I understand that the IELTS Test Partners have a responsibility to all candidates and Recognising Organisations to ensure the highest confidence in the accuracy and integrity of test results and that the IELTS Test Partners therefore reserve the right to withhold test results temporarily or permanently, or to cancel test results which have been issued, if they consider those results to be unreliable for reasons of suspected malpractice or any other irregularity in the test process.
12. I understand that my result may not be issued 13 days after the test if any of the IELTS Test Partners deem it necessary to review any matter associated with my test or the administration of my test, including making enquiries as to whether any rules or regulations have been breached, as outlined in the IELTS Notice to Candidates. I understand that in exceptional circumstances I may be required to re-take one or more IELTS components.
13. I understand that if I am suspected of engaging in any form of malpractice, or do anything that might damage the integrity

and security of IELTS, I may not receive a test result, my test fee will not be refunded and I may be prohibited from taking the IELTS test in the future. Despite and without limiting any of the terms of this Declaration, I understand that details of any malpractice (including evidence of suspected malpractice) that has been established, is suspected, or is being formally investigated may be provided to Recognising Organisations, including visa processing authorities and appropriate regulatory authorities, or otherwise disclosed in accordance with the law, where required for verification purposes or other purposes to protect the IELTS test and its stakeholders against any form of malpractice. I further understand that suspected malpractice will be reported centrally to the IELTS Test Partners and to any relevant test centre by the centre where the suspected malpractice occurred.

14. I understand that if any other person attempts to take the IELTS test in my place (i.e. in place of the person whose details appear on the Application Form), both I and such person will be liable to prosecution. Details relating to the situation may be provided to the relevant authorities, including visa processing authorities and appropriate regulatory authorities.

15. I understand that I must attend all four test components in order to receive an IELTS test result and that any exception to this must be approved in advance by the centre.

16. I understand that the work I produce as part of the IELTS test remains the property of the IELTS Test Partners. Under no circumstances will it be released to candidates or to institutions or organisations, except in the investigation of suspected malpractice whereby the work I produce as part of the IELTS test may be provided to relevant authorities.

17. I understand that my Speaking test will be recorded. I also agree that an observer may attend my Speaking test as part of the monitoring process. I understand that in the event that the test does not record, I will be required to re-take the speaking test.

18. I understand that I will be charged the full test fee if I cancel my test or request a transfer within five weeks of the test date, unless I provide appropriate medical evidence, within five days of the test date, to support the cancellation or transfer.

19. I acknowledge that I have read the IELTS Information for Candidates booklet (can be downloaded from [www.britishcouncil.ch/exam/ielts](http://www.britishcouncil.ch/exam/ielts))

### **Disclaimer**

The International English Language Testing System (IELTS) is designed to be one of many factors used by academic institutions, government agencies, professional bodies and employers in determining whether a test taker can be admitted as a student or be considered for employment or for citizenship purposes. IELTS is not designed to be the sole method of determining admission or employment for the test taker. IELTS is made available worldwide to all persons, regardless of age,

gender, race, nationality or religion, but it is not recommended to persons under 16 years of age.

British Council, IDP: IELTS Australia and Cambridge English and any other party involved in creating, producing, or delivering IELTS shall not be liable for any direct, incidental, consequential, indirect, special, punitive, or similar damages arising out of access to, use of, acceptance by, or interpretation of the results by any third party, or any errors or omissions in the content thereof.

### **British Council Privacy Policy**

The British Council regards the lawful and correct treatment of personal information as important to our successful operations and to the maintenance of confidence of those with whom we deal. As such this statement will apply equally to all of our offices irrespective of where they are based.

We will ensure that our staff and those acting on our behalf obtain, use and disclose personal information lawfully and correctly. To this end we fully endorse and adhere to the principles of data protection, as set out in the UK Data Protection Act 1998 (the "Act"). We shall apply the Act globally, except where part or all of any local law is stronger.

For more information please read the British Council Privacy Policy here: [www.britishcouncil.org/home-privacy-policy](http://www.britishcouncil.org/home-privacy-policy)

For the steps you need to take to make a Test Registration, please see our "How to register for IELTS test" online page on [www.britishcouncil.ch](http://www.britishcouncil.ch). The online registration process allows you to check and amend errors before submitting your Test Registration to the British Council. Please take the time to read and check your Test Registration at each page of the online registration process.

After you make your Test Registration, the British Council will confirm its acceptance to you in the form of an email from the relevant test centre of your enrolment on the relevant IELTS test ("IELTS Test Confirmation"). The contract between you and the British Council will only be formed when you are sent the Enrolment Confirmation. The contract between you and the British Council is formed in the English language.

### **Fees**

The price of your Test Registration is quoted on the British Council's Online Registration System. Fees may change from time to time, but this will not affect any Test Registration which has been confirmed by an Enrolment Confirmation.

Payment for your Test Registration will need to be made in advance through the British Council's Online Registration System.

### **Cancellation**

If you request a cancellation of your IELTS Test more than 5 weeks before the test date you will be refunded the test fee minus a local administrative charge of 85CHF.

If you want to cancel less than 5 weeks before the Test Day, you will be charged the full Test Fee. To cancel your test date,

please complete our [Transfer/Refund Form](#) and e-mail it to [ielts@britishcouncil.ch](mailto:ielts@britishcouncil.ch).

### Illness on the Test Day

If you are ill on the test day we would need a medical certificate as well as a filled in [Transfer/Refund form](#) within five working days. Then the test fee is refunded minus a local administrative charge of 85CHF.

### Change of Test date

One change of test date is possible if the request is received no later than 5 weeks before the exam.

It is not possible to postpone your IELTS Test less than 5 weeks before the test day. If you do not take the test on the set date, the full Test Fee will be retained and you would have to make a new registration for a later date, including a new payment.

To change your test date, fill in our [Transfer/Refund Form](#) and e-mail it to [ielts@britishcouncil.ch](mailto:ielts@britishcouncil.ch) together with a payment confirmation. Please note that the new date must then be within 3 months of the original date.

### Test Location and Time

If your application has been confirmed, full details of the test (location, start time, speaking test day/time) will be sent to you **one week before the test by e-mail**, once the registration deadline has passed and all arrangements have been finalised. If you have not received this confirmation e-mail one week before the test date, even though your seat has been confirmed, **please contact us** immediately.

### Contacting the British Council

To cancel a Test Registration, change your Test Date or request a refund, you must contact British Council, Switzerland in writing by sending an email to [ielts@britishcouncil.ch](mailto:ielts@britishcouncil.ch). You may wish to keep a copy of your cancellation notice for your own records.

Consent Full name of Candidate \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

If you are under 18 on the day you register to the test, please ask your parent or your legal guardian to read all information provided and sign the consent below.

I declare that I exercise parental care of the candidate named on this form and I have read, understood and accept the above.

Full Name of Parent/ Legal Guardian \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_