



# IELTS™

## Folkeuniversitetet Official Test Centre

### Terms and Conditions – Bergen, Stavanger and Hamar:

Please be advised that by agreeing to these Terms and Conditions, you will be **REGISTERING for an IELTS test**. Completion of the registration process will guarantee you a test place and your online registration is **BINDING**.

If it is not possible to upload **valid** I.D. documents (Passport (or National I.D Card – **For European Union citizens only**) - during the Registration process, you will still be **REGISTERED** for your test.. **Please note:** Oppholdstillatelse (Residency permit), Driver's Licence, Student Cards etc. are **NOT** permitted as valid forms of I.D. by IELTS.

The I.D. documents **MUST** however, be sent to us – either by **Email: [ielts.bergen@folkeuniversitetet.no](mailto:ielts.bergen@folkeuniversitetet.no)** or by **Post** to: IELTS Administrator, Folkeuniversitetet Bergen, Jonas Reins Gate 4, 5008 Bergen, Norway.

If Folkeuniversitetet Bergen are not in receipt of your I.D. documents within **48 hours** of your first test component (Speaking or Writing) we reserve the right to remove you from the test **but you will still be liable for the full test fee (Administrative Cancellation)**.

#### **Cancellation, date change or absence:**

- Should you not be able to sit the test, **WRITTEN NOTIFICATION** must be sent to **[ielts.bergen@folkeuniversitetet.no](mailto:ielts.bergen@folkeuniversitetet.no)**
  - Written cancellations or date change **PRIOR** to 15 days before the test date will incur an administrative fee of **250kr** and **WITHIN** 15 days a fee of **1000kr** will be charged.
  - Cancellation within **48 hours** of your first test component (Speaking or Writing) incurs the full test fee of **NOK 2950**. No show on Test Day incurs the **full test fee**.
  - If cancellation, date change or absence is due to medical reasons, a statement from a registered medical practitioner is required within 5 working days. A full refund will be given less an administration fee of NOK 250.
- WITHOUT WRITTEN CANCELLATION, ABSENT CANDIDATES WILL HAVE TO PAY THE FULL TEST FEE.**

#### **During the test:**

- All test instructions will be in English.
- **Speaking tests will usually be held on either the day before or the same day as the written part of the test - (although we do reserve the right to allocate a speaking test time anytime during the week prior to, or week following the main test).**
- Only the **valid I.D. document** you registered with will be accepted as identification on test day. You will not be granted access to the test room without your original **valid I.D. document**.
- No food or personal belongings are allowed in the test room. Personal belongings will be locked in a separate room for the duration of the test, Folkeuniversitetet does not accept responsibility for these items.
- The only type of drink allowed into the test room is bottled water (clear, see through bottle).
- **Should you be late, you will not be allowed into the room once the test has started.**
- You cannot leave the room during the test without permission from the invigilator.

#### **Results:**

- Results can be collected from reception at Folkeuniversitetet Bergen between 09:00 and 13:00) on the day they are released.
  - Results can be checked **online** on the 13th day after the test date. Please note down your candidate number on test date.
  - Results (**authorised printed copies**), can only be sent to the receiving institutions via the IELTS testing centre, i.e. Folkeuniversitetet Bergen, and not via the candidate.
  - Test results are valid for a period of two years.
  - **UNDER NO CIRCUMSTANCES WILL RESULTS BE GIVEN VIA FAX, PHONE OR EMAIL**
- ALL WRITTEN COMMUNICATION WITH YOUR TEST CENTRE MUST INCLUDE YOUR FULL NAME, TEST DATE AND TEST VENUE PLEASE.**