



# IELTS™

## Folkeuniversitetet Official Test Centre

### Terms and Conditions:

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**.

**Folkeuniversitetet Bergen** administers tests in: **BERGEN, HAMAR and STAVANGER**

**Folkeuniversitetet Oslo** administers tests in: **OSLO**

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:** Opholdstillatelse (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** (Bergen, Hamar or Stavanger)

**ielts.ost@folkeuniversitetet.no** (Oslo)

#### Post:

IELTS Administrator, Folkeuniversitetet Bergen, Jonas Reins Gate 4, 5008 Bergen, Norway. **(Tests in Bergen, Hamar and Stavanger)**

IELTS Administrator, Folkeuniversitetet Øst, Rolf Wickstrøms vei 15, 0484 Oslo **(Tests in Oslo)**

If Folkeuniversitetet 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** (Tests in Bergen, Hamar and Stavanger)

**ielts.ost@folkeuniversitetet.no** (Tests in Oslo)

• 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.**



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**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 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 or Oslo 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 or Oslo, 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.**