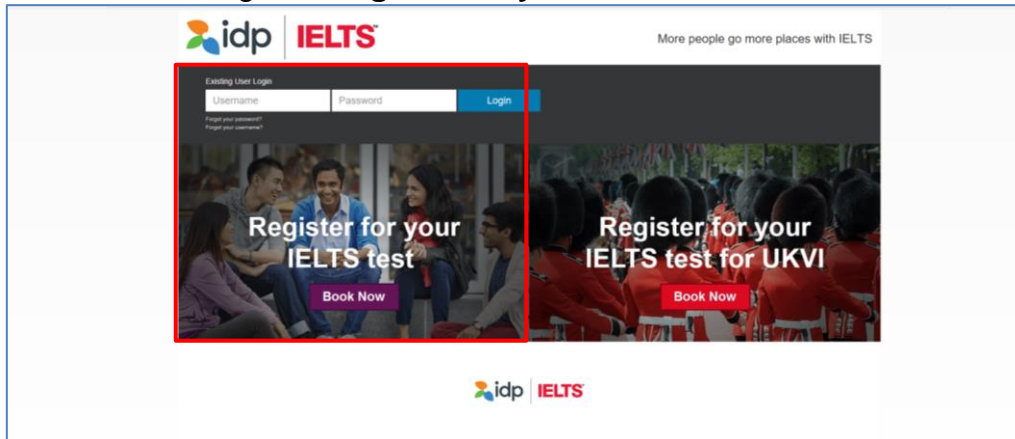


Online registration procedures – IELTS Test

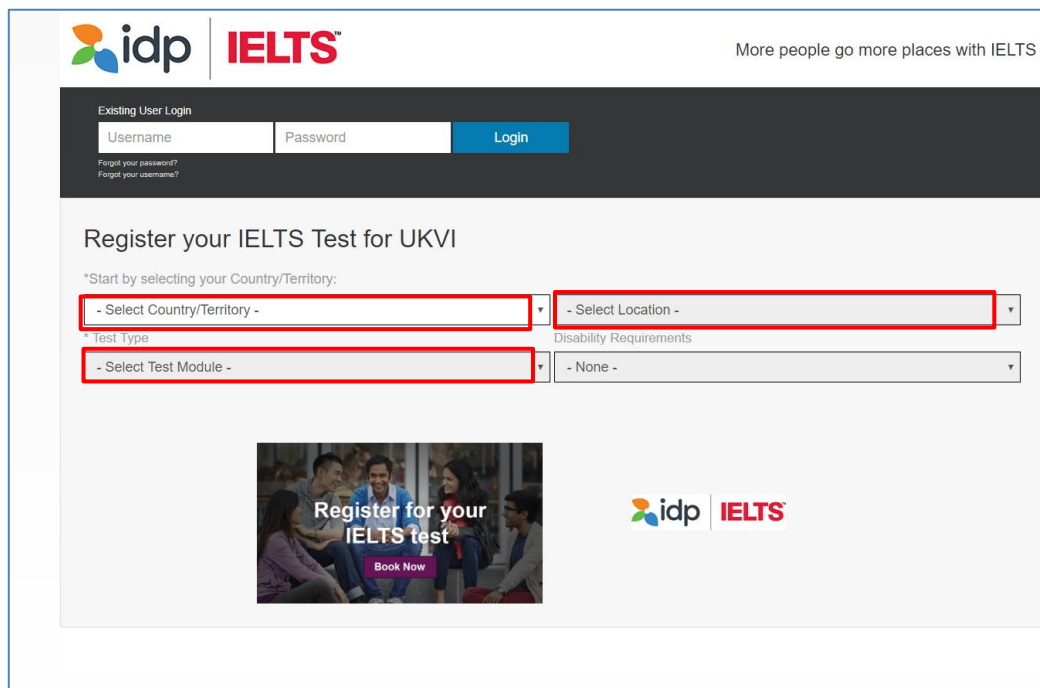
Step 1

- Click on the image of “Register for your IELTS test ” at the left hand side



Step 2

- Click “Select Country” and select “Hong Kong” for the “Country” field and
- Click “Select Location” and select “Hong Kong” for the “Location” field
- Click “Select Test Module” and select
 - IELTS for UKVI (Academic) or
 - IELTS for UKVI (General Training) or
 - Life Skills A1 – UKVI or
 - Life Skills B1 – UKVI for the “Test Module” field.

A screenshot of the IDP IELTS registration form. At the top left is the IDP IELTS logo. To the right, it says "More people go more places with IELTS". Below the logo is a dark grey box with "Existing User Login" and fields for "Username" and "Password", with a "Login" button. Below this is the heading "Register your IELTS Test for UKVI". Underneath is the instruction "*Start by selecting your Country/Territory:". There are two dropdown menus: the first is labeled "- Select Country/Territory -" and the second is labeled "- Select Location -". Below these are two more dropdown menus: the first is labeled "- Select Test Module -" and the second is labeled "Disability Requirements" with a dropdown menu showing "- None -". A red rectangular box highlights the first three dropdown menus. At the bottom of the form is a banner image with the text "Register for your IELTS test" and a "Book Now" button. To the right of the banner is the IDP IELTS logo.

Step 3

- Click “**Hong Kong**” under “Please select your preferred venue”
 - “IDP IELTS test Centre – Mong Kok” (Applied to Computer delivered IELTS)
 - “Hong Kong” (Applied to Paper-based IELTS)
- Select your preferred test date in calendar
- Press “continue’ to next step

Please select your preferred venue

IDP IELTS Test Centre - Mong Kok

Hong Kong

IDP Education - Hong Kong
Test Venue to be confirmed and advised 7 days before the test day
Hong Kong

Contact Details
T : +852 2179 3600
E : ielts.hongkong@idp.com

Please select your preferred test date

August 2018							September 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

Tests Available Tests not Available Selected Date

Selected Test Session Summary

Saturday 15th Sep 2018
Listening, Reading & Writing
Hong Kong
Academic - IELTS
paper-delivered
Speaking Test is held on 16 September 2018 (Sunday)

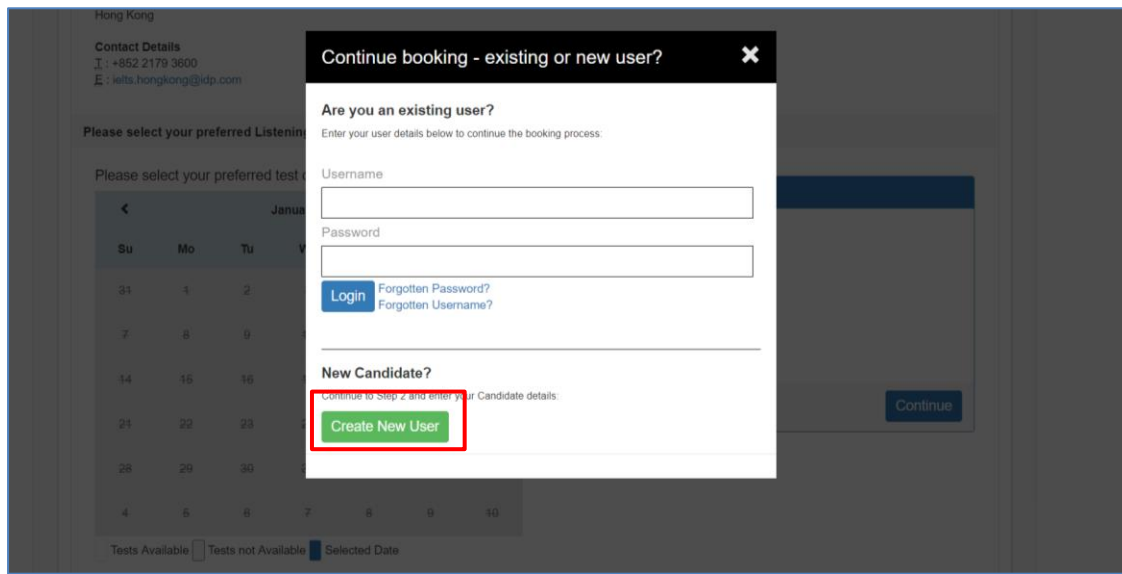
Continue

Step 4

At this point if you wish to go ahead with the booking you can either:

- Select “**Login**” to use your existing account details if you already have them
- OR**
- “**Continue**” to register for a new account and then finalise the booking.

In this example I am a new user so I will just select “**Create New User**”

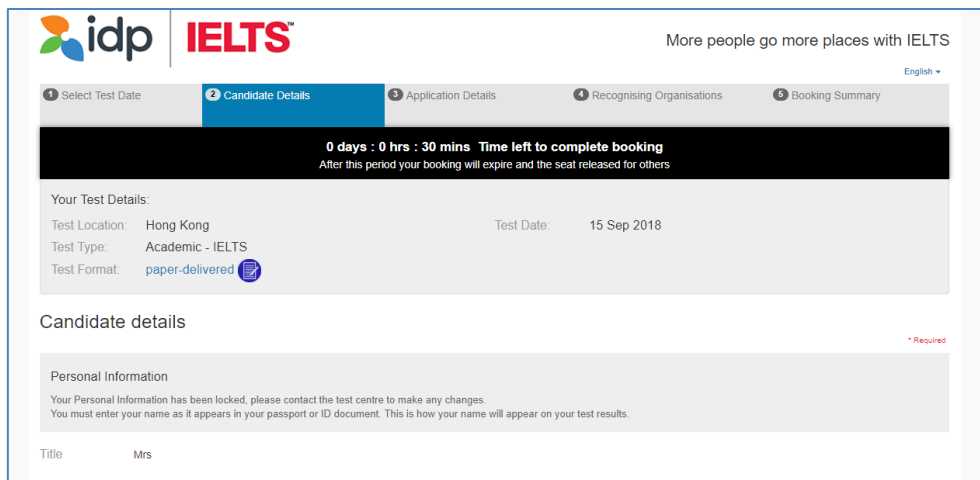


The screenshot shows a web interface for booking a test. A modal dialog box titled "Continue booking - existing or new user?" is displayed. The dialog asks "Are you an existing user?" and provides fields for "Username" and "Password". Below these fields is a "Login" button and links for "Forgotten Password?" and "Forgotten Username?". Underneath, there is a section for "New Candidate?" with a link to "Continue to Step 2 and enter your Candidate details." and a green "Create New User" button, which is highlighted with a red rectangle. The background of the page is dimmed, showing contact details for Hong Kong, a calendar for January, and a "Continue" button.

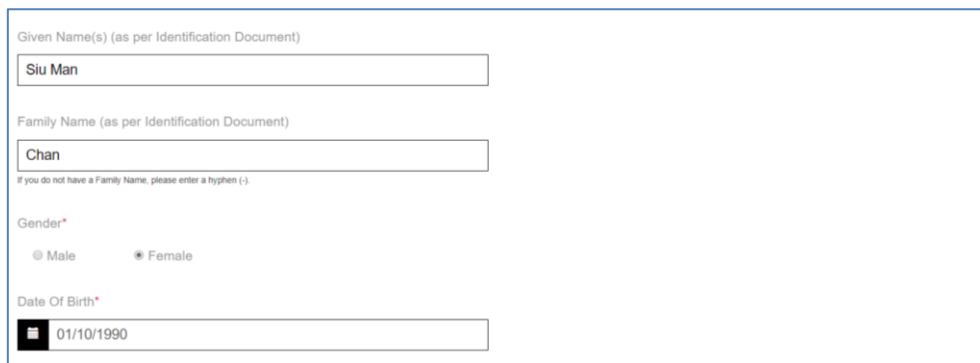
Step 5

Fill in all the required fields and select “**Register**”

Note: If you log in as an **Existing User** all your details will be shown. You can edit them to make sure they are up to date and correct. Once you are happy with all the details select “**Continue**” to go to the next step.

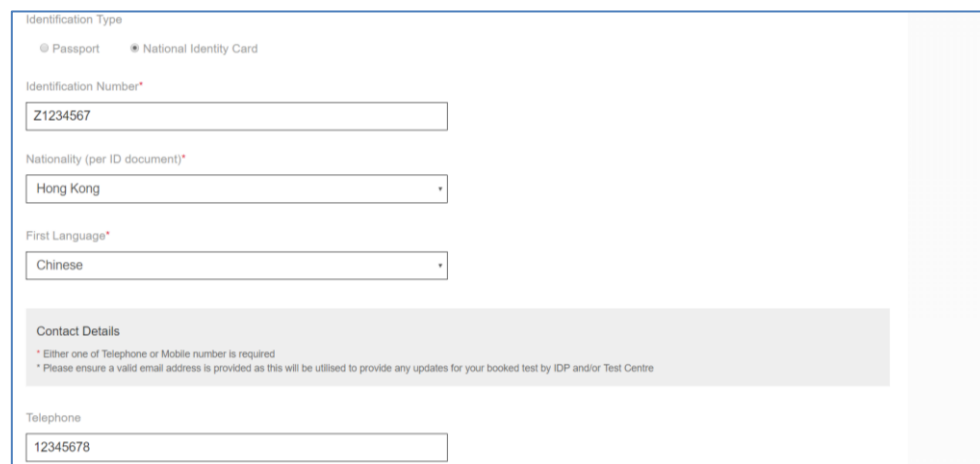


The screenshot shows the IELTS IDP registration interface. At the top, there are logos for IDP and IELTS, and the text "More people go more places with IELTS". A progress bar indicates five steps: 1. Select Test Date, 2. Candidate Details (current step), 3. Application Details, 4. Recognising Organisations, and 5. Booking Summary. A black banner displays a countdown timer: "0 days : 0 hrs : 30 mins Time left to complete booking" with the subtext "After this period your booking will expire and the seat released for others". Below this, "Your Test Details:" are listed: Test Location: Hong Kong, Test Date: 15 Sep 2018, Test Type: Academic - IELTS, and Test Format: paper-delivered. The "Candidate details" section is partially visible, showing "Personal Information" with a note: "Your Personal Information has been locked, please contact the test centre to make any changes. You must enter your name as it appears in your passport or ID document. This is how your name will appear on your test results." The "Title" field is set to "Mrs".



This screenshot shows the "Candidate Details" form. It includes the following fields:

- Given Name(s) (as per Identification Document):
- Family Name (as per Identification Document):
- A note: "If you do not have a Family Name, please enter a hyphen (-)."
- Gender*: Male Female
- Date Of Birth*:



This screenshot shows the "Application Details" form. It includes the following fields:

- Identification Type: Passport National Identity Card
- Identification Number*:
- Nationality (per ID document)*:
- First Language*:
- Contact Details section with a note: "Either one of Telephone or Mobile number is required" and "Please ensure a valid email address is provided as this will be utilised to provide any updates for your booked test by IDP and/or Test Centre".
- Telephone:

Mobile
91231234

Email Address*
idpielts@idp.com

Occupation & Education

Occupation Level*
Student

Occupation Level Other
[Empty field]

Occupation Sector*
Other

User Information
This section will set up a user name and password for your account to enable you to log back into my IELTS Essentials.

Username*
siu01104567

Password*
[Masked]

Confirm Password*
[Masked]

Step 6

Read the Terms and Conditions, then check the box of **“I have read and agree to the Terms and Conditions”** to accept.

- Click **“Continue”** again to proceed

By Email*
 Yes No

By SMS/Phone*
 Yes No

User Information
This section will set up a user name and password for your account to enable you to log back into my IELTS Essentials.

Username*
gra20094567

Password*
[Masked]

Confirm Password*
[Masked]

Terms and Conditions [Close]

IELTS Application: Terms and Conditions
IELTS TERMS & CONDITIONS AND LEGAL NOTICES

Declaration

- I acknowledge that the IELTS test is jointly owned by British Council, IELTS Australia Pty Ltd (ABN 84 008 664 766), which is wholly owned by IDP Education Ltd (IDP: IELTS Australia) and Cambridge English Language Assessment (part of the University of Cambridge) collectively

Notice to Candidates

Acknowledgement

I understand and acknowledge that completion of this Application & Payment Form does not guarantee that I will be enrolled in a test.

I have read and understand IELTS Australia's Privacy Policy

I have read and agree to the Terms and Conditions

Step 7

Fill in the Application Form

idp | IELTS™ More people go more places with IELTS

English ▾

1 Select Test Date 2 Candidate Details 3 Application Details 4 Recognising Organisations 5 Booking Summary

0 days : 0 hrs : 25 mins Time left to complete booking
After this period your booking will expire and the seat released for others

Your Test Details:

Test Location: Hong Kong Test Date: 15 Sep 2018

Test Type: Academic - IELTS

Test Format: paper-delivered

My Application

Which country are you applying to/intending to go to?*

- Please Select -

Why are you taking the test?*

- Please Select -

Have you previously taken IELTS (either Academic or General Training) before?*

Yes No

To add the identification number:

- enter your Hong Kong ID or Passport Number
- enter Expiry Date (If applicable)
- Scan the identification document (HKID card or Passport) into your Computer

Click “Select Image” to locate the saved image of the document
Then Click “Upload Document”

Number*

A1234567

Identification Document Expiry Date

- Select Date -

Identification Document must be valid on or after the test day.

Identification Document Issuing Authority*

Please upload a copy of your ID document which must include the following information:

- ID document number
- ID expiry date
- Image of yourself as seen on ID document
- Your name as seen on the ID document
- Your date of birth
- Signature (if it appears on ID document)

You can only attach one document. If your photo and signature are on separate pages, please insert both items into a single word or PDF document.

The photo within the ID document must be clear and meet our format guidelines:

- Dimensions: at least 800 x 700 pixels
- Size: less than 1.5 Mb
- File format: tiff, jpg, doc, docx, pdf, png, gif, jpeg

Please ensure that the digital copy you import is clear and legible

File*

Select Image

Cancel Continue

Step 8


If you would like to send your IELTS results to the recognising organisation:
Click “Add”

- select organisation from the drop-down list
- enter the name of the contact person, if required
- enter a case/file number, if appropriate
- click “**Save**” button

The screenshot shows the IELTS booking interface. At the top left is the IDP IELTS logo. To the right, it says "More people go more places with IELTS" and "English" with a dropdown arrow. Below the logo is a progress bar with five steps: 1. Select Test Date, 2. Candidate Details, 3. Application Details, 4. Recognising Organisations (highlighted in blue), and 5. Booking Summary. A black banner below the progress bar displays a countdown timer: "0 days : 0 hrs : 24 mins Time left to complete booking" and a note: "After this period your booking will expire and the seat released for others". Below the banner is a section titled "Your Test Details:" with the following information: Test Location: Hong Kong, Test Date: 15 Sep 2018, Test Type: Academic - IELTS, and Test Format: paper-delivered with a printer icon. Below this is a section titled "[Optional] Send my results" with a light blue background. It contains the following text: "You can request for copies of your results to be sent directly to academic institutions / government agencies / professional bodies / employers. Results may be sent either electronically or by post to these organisations. The centre may charge a postal fee for results sent internationally or by courier. The Test Report Form will not be sent to migration or education agents. Please note that organisations you have listed below may access your results before you have received them by mail. Note: You may add up to 5 recognising organisations for this application." Below this text is a dark grey bar with the text "Recognising Organisation" and a "+ Add" button. At the bottom left is a red "Cancel" button, and at the bottom right is a green "Continue" button.

Step 9

View the booking summary page. If necessary, you are able to edit the information entered by selecting the links in the Booking Wizard steps on the left side.

More people go more places with IELTSEnglish

- 1 Select Test Date
- 2 Candidate Details
- 3 Application Details
- 4 Recognising Organisations
- 5 Booking Summary

2h 10m 0s Time left to complete booking

Booking Summary

Personal Details

Full Name	Miss siu man Chan
National Identity Card	X1234567
Email Address	siuman@idp.com
Date Of Birth	01 Oct 1990
Telephone	91234567
Mobile	91234567

Login Details

Username:


[gra20094567](#)

This user name along with your password will be used to log into your account where you can view your test booking details or update your account information

Postal Address

Address	wanchai IDP
Postal Code	NA
Country	Hong Kong

Test Session Details

Test Type	Academic - IELTS
Format	paper-delivered 

Test Centre Details

Test Centre Name	Hong Kong IDP
Telephone	+852 2179 3600
Email	ielts.hongkong@idp.com

Listening, Reading and Writing Test

Test Venue

Recognising Organisations

None given

✓ You have accepted the Terms and Conditions

Cancel

Continue

Return to home Print

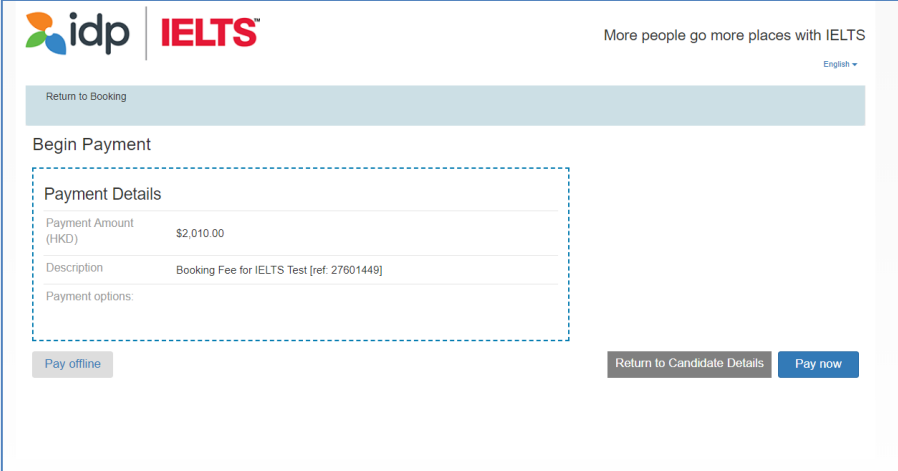
- Click “**Continue**” to proceed

Step 10

Select **“Pay Now”** to continue to the payment wizard and complete the booking.

Note: Selecting the link to **“Return to Booking”** will exit you out of the payment process and take you back to the **“Booking Summary”** page

Note: Selecting Cancel will cancel the entire booking and you will have to start over with a new test booking.



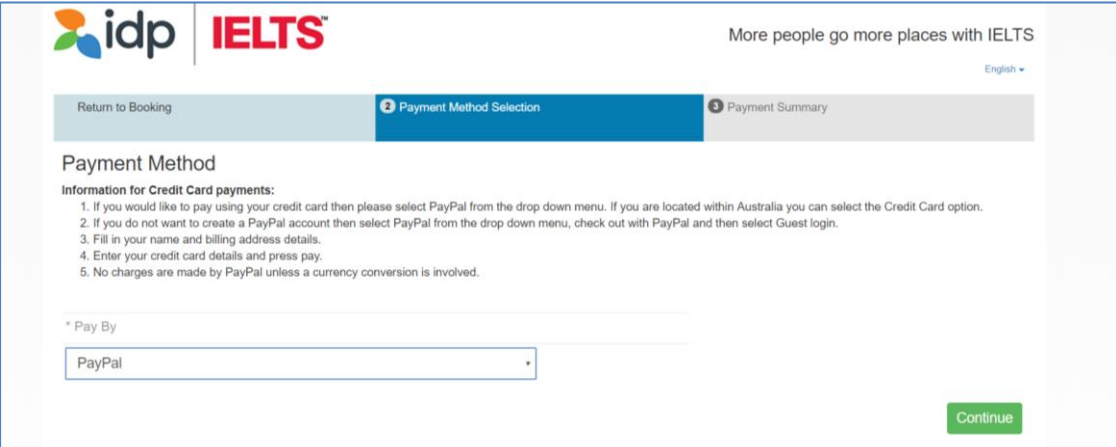
The screenshot shows the 'Begin Payment' page. At the top left is the IDP IELTS logo. A navigation bar contains 'Return to Booking' and 'English'. Below the navigation bar is a 'Begin Payment' section. A dashed blue box highlights the 'Payment Details' section, which includes: 'Payment Amount (HKD) \$2,010.00', 'Description Booking Fee for IELTS Test [ref: 27801449]', and 'Payment options:'. At the bottom of the page are three buttons: 'Pay offline', 'Return to Candidate Details', and 'Pay now'.

Step 11

Payment Method and Continue Payment Process

- Select payment method from the drop down list
- We accept Credit Card or PayPal.
(Note: If you pay by credit card, please click “PayPal”. However, you are not required to create a PayPal account, just follow the prompts to proceed the payment. Credit card or PayPal account to settle the payment of your test.)
For further details, please contact us at 2179 3600.

- Click **Continue**



The screenshot shows the 'Payment Method Selection' page. At the top left is the IDP IELTS logo. A navigation bar contains 'Return to Booking', 'Payment Method Selection', and 'Payment Summary'. Below the navigation bar is a 'Payment Method' section. It includes 'Information for Credit Card payments:' followed by five numbered instructions. Below the instructions is a '* Pay By' label and a dropdown menu with 'PayPal' selected. At the bottom right is a green 'Continue' button.

Step 12

- Click on “**Check out with PayPal**” to proceed the payment.
- If you have a PayPal account, please **login** and process the payment. If you do not have a PayPal Account, just follow the prompts to process the payment.

IDP Education Limited

PayPal \$2,010.00 HKD

Have a PayPal account? [Log In](#)

or

Pay with credit or Visa Debit card

We don't share your financial details with the merchant.

Country: Canada

MasterCard VISA American Express Discover

Card number

Expires CVV

First name Last name

Billing address

Address line 1

Address line 2

City

PayPal is the safe, easy way to pay

No matter where you shop, we keep your financial information secure.

- Select your credit card issuing country/region from the list and enter the details of your credit card. (The details must be the same as on your credit card).
- Enter your credit card number, type of the credit card, expiry date ,the CSC code (CSC code is printed at the back of the credit card), Billing address and contact information.
- Please double check if the payable amount and the credit card information are correct. Click on “**Pay Now**” to process payment.

Payment Steps

[Return to Booking](#)

[Payment Method Selection](#)

[Transaction Details](#)

[Payment Summary](#)

Thank you for your payment

An e-mail has been sent to you with the details of your payment.

Check out with **PayPal**

The safer, easier way to pay.

Step 13

Acknowledgement

- A payment confirmation email will be sent to your nominated email address. Your application will be verified after the payment is completed. You will be contacted by the test centre staff in
- 14 working days if your application documents are not compliant with IELTS requirements. The “Confirmation of Registration” document will be sent to you by email 7 days before the test date.

Please contact the test centre at 2179 3600 if you have questions about the online booking.