



IELTS - Terms & Conditions

All IELTS terms and conditions are outlined in the documents below and provided to you during the IELTS application procedure as well. Please ensure that you have thoroughly read these documents before applying for an IELTS test.

- [IELTS Legal and Privacy Statement](#)
- [IELTS Information for Test Takers](#)

Leicester College IELTS Test Centre Terms and Conditions **Late Arrival on the Test Day**

You must arrive at the Abbey Park Campus for 07:30am. Any test-takers that are late and arrive after registration will be refused entry to the test. You will lose your whole test fee.

Incorrect ID on the Test Day

You must bring the same identification document that you applied with during your IELTS application. This must be the original ID document. Your ID document details will be detailed in your confirmation email and letter.

Alternative identification documents and photocopies will not be accepted. If you bring the incorrect ID, you will be refused entry to the test. You will lose your whole test fee.

Under 18s

If you will be under 18 years old on your IELTS test day, we must have signed parental permission before your test session. Please download and complete the [consent form](#), emailing a photo or scan of the form to ielts@leicestercollege.ac.uk as part of your application. Names must be written in full and handwritten signatures must be provided by yourself and your parent/legal guardian. You must bring your original form on your test day.

Test Day Absence

If you are absent on the test day, you will lose your whole test fee.

If you are absent due to extenuating circumstances, such as emergency hospital admittance, you must provide a hard (paper) copy of the relevant documentation as evidence to the Leicester College IELTS Test Centre. Electronic copies will not be accepted.

We must receive your evidence within three working days of your test date for a possible refund or transfer to be considered. Any documentation submitted after this time will not be considered.

You must also complete an IELTS Refund/Transfer Form within the three working days of the deadline stated above and submit this to the Leicester College IELTS Test Centre, along with your evidence.

Special Requirements

We make every effort to cater for test-takers with a form of disability or special requirement.

To support your application for special circumstances, we will require a copy of your medical certificate. This must be dated within the last two years.

We require a minimum of six weeks' notice to put in place any administrative arrangements, such as extra time or separate invigilation. If further provisions are required, such as modified papers, a minimum of three months' notice must be provided.

To find out more, please call us on 0116 2242240 extension 4333 or ielts@leicestercollege.ac.uk if you have any queries or would like to discuss this further.