

Dear **#CANDIDATE_NAME#**,

Thank you for registering your IELTS Test with IDP South Jakarta IELTS Test Centre. We have received your payment and please find below your booking details:

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Test date:	#TEST_DATE#
Test format:	#TEST_FORMAT#
Exam Type:	#EXAM_TYPE#
Module:	#TEST_MODULE#
Test Venue:	#TEST_VENUE_NAME#

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Remember! You must bring your ORIGINAL & VALID IDENTITY (PASSPORT/KTP), HB pencil, eraser and payment receipt. Your original & valid identity will be checked on the day of the test. Certified copies or expired passports/KTP cannot be accepted. You must present the same identity (Passport/KTP) document that you used when you registered for the test. You will not be allowed to take the IELTS Test if you Do Not bring your Original & Valid Identity and No refund.

It is important to remember that your test consists of **four sections: Listening, Reading, Writing and Speaking**. Make sure you are available for both sections or your IELTS test will be incomplete.

Location for Listening, Reading and Writing Test will be held at:

#TEST_VENUE_NAME#
#TEST_VENUE_ADDRESS#

Paper-Based IELTS Notification

A. Your **Listening, Reading and Writing test** will start at **08.50** am.

Please plan your journey to the test venue beforehand and all candidates must arrive at the test venue at **07.30 am** (local time).

Registration for Photo Taken and finger scan start from 07.30 am to 08.30 am, if you come later than 8.30 am you are not allowed to take the test.

You will not be permitted to sit for the test if you arrive late and your test fee will not be refunded.

B. Your face-to-face **speaking test** will be held at the same venue (except for IDP Pondok Indah - South Jakarta). The test will be conducted on the same day for Listening, Reading, Writing and Speaking. **If the speaking test schedule is not be conducted on the same day (except for IDP Bali)**, you will be informed at least three days before the test date.

The Speaking test for IELTS for UKVI and Standard IELTS at **IDP Bali** is conducted on **Friday** before the test date or **Sunday** after test date.

Paper-Based IELTS, IELTS for UKVI at IDP South Jakarta Notification

A. The Listening, Reading and Writing test will be held at the Raffles International Christian School (07.30 am - 12.00 pm) Jl. Gedung Hijau Raya I no. 1 Pondok Indah Jakarta Selatan. Note: Please go to the basketball hall on the 2nd floor for having photo taken and finger scanned. (Except for IELTS test on **Thursday** and the following IELTS test dates: **18 Jan, 22 Feb, 6 Jun 2020**. You will be informed at least three (3) days before the test date.)

B. Speaking Test will be at IDP South Jakarta – IELTS Test Centre Office, Plaza 5 Pondok Indah Blok D19 Jl. Margaguna Raya, Jakarta Selatan started at 1 pm until finish and you must arrive as standby time (Do not have any activities besides IELTS Test).

Computer-Based IELTS - IDP Pondok Indah, Jakarta Notification

A. Your **Listening, Reading and Writing test** will start at **#TEST_TIME#**.

Please plan your journey to the test venue beforehand and all candidates must arrive at the test venue at least **40 minutes for Computer-Delivery (CD) IELTS** before the start of your test for **your photo taken and finger scanned**, this will ensure your experience is stress-free!. You will not be permitted to sit for the test if you arrive late and your test fee will not be refunded.

B. Your face-to-face **speaking test** will be held at the IDP South Jakarta – IELTS Test Centre Office, Plaza 5 Pondok Indah, Blok D19 Jl. Margaguna Raya, Jakarta. The test will be conducted on the same day for Listening, Reading, Writing and Speaking. Your Speaking Test Schedule Choose **may not be approved**, it will be informed to candidates at least three (3) days before the test date.

Please find below some important requirements about the test:

1. **You must bring your ORIGINAL & VALID IDENTITY (PASSPORT/KTP), HB pencil, eraser and payment receipt. Your original & valid identity will be checked on the day of the test. Certified copies or expired passports/KTP cannot be accepted. You must present the same identity (Passport/KTP) document that you used when you registered for the test. You will not be allowed to take the IELTS Test if you Do Not bring your Original & Valid Identity and No refund.**
2. All candidates must arrive at the test venue at **07.30 am (local time) for Paper-Based IELTS and 40 minutes for Computer-Delivery (CD) IELTS** before the start of your test for registration (**photo taking and finger scanning**). You will not be permitted to sit for the test if you arrive late and your test fee will not be refunded.
3. You are not permitted to have hand phones or any electronic devices, watch (analog/digital) during the test. All hand phones must be switched off and kept inside your personal bag. NO personal belongings (include: pen, pencil case, payment receipt, cover passport) are allowed inside the examination room; all belongings must be given-in at the registration desk.
4. On the test day, you will be under examinations; therefore please dress properly; No short pants, sandals and tank top are allowed.
5. If you would like to transfer/cancel the test, you must inform us in writing no later than five (5) weeks before the test date. Transfer of test dates are allowed ONCE ONLY. Candidates who wish to transfer test dates within the five (5)-week period prior to the test dates will be treated as cancellation and receive NO REFUND. Candidates who are absent on the test day without giving prior written notice will lose their full test fee. However, if the absence is caused by illness, the supporting ORIGINAL document such as medical report with diagnosis details has to be provided within five (5) calendar days to IELTS IDP staff after the test day.
6. IELTS Test Results (TRF = Test Report Form):
 - 1). Specifically for test format of **Paper Based**: IELTS for UKVI and Standard IELTS Tests Results can be obtained 13 days after the test date at IDP Offices in Jakarta. For candidates outside of JABODETABEK area, results are mailed to offsite testing on the 13th day. For IELTS Life Skills test results are normally available within 7 days of your test.
 - 2). Specifically for test format of **Computer Based**: Standard IELTS Tests Results can be obtained 5-7 days after the test date at IDP South Jakarta - IELTS Test Centre Offices in Jakarta. For candidates outside of JABODETABEK area, results are mailed to offsite testing on the 7th day.
 - 3). The candidate must show the original & valid ID (KTP/Passport) when taking the TRF. But if the candidate asks to take the TRF, he/she must provide one of the options below: a). Original ID of an IELTS candidate. b). The Authorization Letter (Surat Kuasa) and copies of IELTS candidates and TRF taker's IDs.
7. You can check your Tests Result online by visiting the website <https://results.ieltsessentials.com/>. Your IELTS Result is usually available on-line 13 days (IELTS for UKVI and Standard IELTS Paper Based), 5-7 days calendar (Standard IELTS Computer Based), after your test date, and will remain available for 28 days thereafter.
8. The Candidate will receive only one (1) original TRF. There will be no replacement of damaged and lost certificates or certificates that have been sent to the institution by the candidate. A candidate may request additional TRFs to be sent to an institution and it must be sent by ID017- IDP South Jakarta Centre. The institution will receive only one (1) original TRF. The fee for each additional TRF is IDR. 25,000. Courier fees will be charged for TRFs sent either within Indonesia or overseas.
9. Please note that once the test is finished, the papers and answers sheets cannot be shown to the candidate. The candidate can only see the results on the TRF or online.

10. The IELTS for UKVI and Standard IELTS Tests Result can be re-marked (Enquire on Result). The candidate may apply one or more sections of the IELTS Result to be re-marked. Application for a re-mark is sent to IDP - IELTS Australia in Melbourne. Marking is done by a Senior IELTS Examiner. For the re-marking, requests must be made no more than 6 weeks after the test date and the original TRF must be submitted to IELTS IDP South Jakarta (ID017). The re-marking fee is AUD 160. Please note that the enquire on Result (EoR) can take up to twenty-one (21) days to complete. If result is changed; the candidate will get a full refund of AUD 160. If there is no change then there is no refund. Results can only be changed upwards.
11. Before completing the registration, please read the Terms and Conditions on your my.ieltsessentials.com account.
12. For more tips and tools to help you prepare the test, please visit www.ieltsessentials.com

IELTS test centre ID017 - IDP South Jakarta & your IELTS test venue at #TEST_VENUE_NAME# would like to take this opportunity to wish you success in your IELTS Test.

Tax Invoice

A copy of the tax invoice has been attached for your reference.

PT. IDP CONSULTING INDONESIA	
Receipt Number:	#PAYMENT_RECEIPT_NO#
Date:	#PAYMENT_DATETIME#
To:	#CANDIDATE_NAME#
Description of supply:	1 IELTS Test Booking for #TEST_DATE#
Total Including GST:	#PAYMENT_AMOUNT#

Regards,



PROUD CO-OWNER OF IELTS

IELTS DEPARTMENT
IDP South Jakarta - IELTS Test Centre Office
 Plaza 5 Pondok Indah Blok D19
 Jl Margaguna Raya, Jakarta Selatan 12140
 Tel. (62 21) 726 2335, 726 4055
 Office Hours: Monday to Friday, 08.00 am to 16.30 pm

Email. ielts.indonesia@idp.com
 IDP Education: www.idp.com/indonesia/ielts
 IELTS website for registration: my.ieltsessentials.com
 IELTS website for institutions & organisations: www.ielts.org