



IELTS TEST REGISTRATION AND ADMINISTRATION

CENTRE CR001 San Jose, Costa Rica

1. Your Enquiry

You contact Centre CR001 for IELTS information and receive the IELTS Candidate Information and Application.

2. Application

You complete the application and return it to us along with two passport sized photos; a copy of your passport or national ID card with a number, photograph, date of birth and signature; and the exam fee.

If you reside outside of Costa Rica in Central America, and cannot present your application in person, you can scan it and return it via email. In this case, your exam fee payment can be made by a direct deposit to our account in the Banco de America Central (BAC - the bank affiliated with Credomatic). The account is in the name of the Instituto Britanico Ltda., in the BAC San Jose, and the account number is 900800418. You must also scan the payment receipt and send it along with your application

Your application can only be processed when all of the above documents have been received. You must bring the ID document indicated on the application form to the test. This is the only form of identification that will be accepted on the test day.

3. Confirmation

On receipt of these documents (your application, two photos, the copy of your ID and the payment receipt), we will send you a confirmation of your exam application in writing, usually via email. If your Speaking Module is to be conducted on a different day than the written exam, you will be informed of this. We usually conduct the Speaking tests for Costa Rica candidates on the day before or after the written papers, leaving the afternoon of the written test for the Speaking test of candidates who have come for the exam from outside of Costa Rica.

Two weeks before the actual date of the exam we will send you the exam day venue and time arrangements. Generally, we start with written papers at 8:30 AM and finish by 11:30 AM. During the afternoon we conduct the Speaking tests. If you have any questions on any aspect of the exam, please contact us by email at ielts@institutobritanico.co.cr or by phone at (506) 234-8569 between 8:00 AM and 4:00 PM.

4. Exam Day

Candidates are met by an IELTS Administrator who checks identification and makes sure candidates know where and when to go for the exam. Candidates are assigned a place where they will sit for the Listening, Reading and Writing papers.

Each candidate must present the same evidence of identity as the one entered on the application form. No other identifications will be accepted. Candidates will also need to bring pencils, pens, a pencil sharpener and an eraser. They may not take any bags, books, papers, camera, mobile phones, recording devices, pagers or any other devices, electronic or not, into the exam room.

Candidates are not permitted to leave the exam room during any module.

All answers are entered on the Answer sheets provided; candidates may write on their Question booklets but cannot remove them from the exam room.

The Speaking exam is recorded.

Candidates found cheating or copying the work of others, disrupting the test, or removing or attempting to remove or copy any test materials from the examination room will not receive a test result and may be liable for prosecution.

5. Test Results

Test results are available thirteen days after the exam. Results can be collected in our Reception in Los Yoses by candidates residing in Costa Rica, or are sent by certified post to those candidates residing outside of Costa Rica. For candidates in Costa Rica who cannot collect their results in person, it is possible to send another person who must bring a letter (signed and dated by the candidate) and a photocopy of the identity document used by the candidate to register for the exam.

Candidates can request to have their results sent to themselves or to institutions by courier, but the cost of this service must be met by the candidate.

All candidates are given **one** copy of their results for themselves and can request up to five additional copies to be sent to government agencies, universities or other institutions. There is no charge for sending these copies unless the candidate requests courier service. No results can be given by phone, fax or email.

The exam result is valid for two years.

Candidates who are unhappy with their results may apply for a remark (Enquiry on Results) within six weeks of their exam date. The fee for this service is £ 60, which will be refunded should the score on any module be increased. The Enquiry can take up to six weeks to complete.