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**ENGLISH CLUB EXAM TIPS
FOR CANDIDATES TAKING THE IELTS TEST
ACADEMIC and GENERAL TRAINING**

BEFORE THE IELTS TEST

Take with you only your national identity card or passport – it must be the same document you used while registering for the IELTS test.

Read the exam notice carefully and check your candidate number, because you will use this number through the whole registration procedure and you will be asked to sit by the table marked with it.

Arrive at least 30 minutes before the exam begins.

Look for labels and notices which will help you find the exam room. The person in charge of the IELTS test (Supervisor) will inform you when you will be allowed to enter the room. If you have your belongings with you – do not worry – there is always a cloakroom or a designated area prepared for you to leave them to be safely stored so you can take the test without stress.

WHILE ENTERING THE IELTS TEST ROOM YOU SHOULD

Switch off your mobile phone, including all alarms and other sounds.

Switch off other electronic devices, including alarms in your watch.

Leave your mobile phone and other prohibited items (e.g. books, bags etc.) in an area designated by a member of the test personnel (Invigilator).

You may bring in a bottle of water, but place it on the floor next to your table to avoid any accidents.

After you have taken your place you will be asked to present the right document to prove your identity as the candidate who registered for the test.



A member of the IELTS test personnel (Invigilator) will hand out exam sheets (and in some cases answer sheets). Fill in the sheets legibly; remember to enter your details exactly as they are in your national identity card or passport – the one you used in the IELTS registration process.

A member of the IELTS test personnel (Supervisor) will give you detailed instructions to each part of the test. Listen to them carefully and if you have any questions regarding the procedure ask them right away.

WHEN THE IELTS TEST BEGINS

Read instructions on the cover of the exam sheet (and the answer sheet if you received it).

Do not open the exam sheet until you are asked to do so by a member of the IELTS test personnel (Invigilator). You will be informed about the time allotted for each component of the test. Make sure you answer all the questions in the time given, because there will be no additional time to transfer the answers.

During the Reading and Listening parts you are to use a pencil to fill in the answer sheet, while during the Writing part you may choose to use either pen or pencil.

During the **Listening** part the test is broken down into sections and the recording includes all necessary pauses and instructions to candidates. Each section is played only once. You will be given additional time to transfer your answers. The notice of the end of the Listening test is recorded on the CD as well. You are to use a pencil for this part of the test.

During the **Reading** part of the test you must use a pencil and complete the test in the allotted time – remember there is no additional time to transfer your answers to the answer sheet.

During the **Writing** part remember to use a pen provided by the test personnel (Invigilator) to fill in the answer sheet, write in lines, in specified sections of the answer sheet. Note that you will not be given rough draft paper, but you may ask for an additional answer sheet to continue writing your answer – you need to inform a member of the test personnel (Invigilator).



You are not allowed to talk to other candidates, cheat or be in possession of prohibited items (e.g. mobile phone) because you may be disqualified if you do any of those things.

If you need to use the bathroom raise your hand. Due to security reasons you will be escorted by a member of the test personnel (Invigilator). Note that you will not be allowed any additional time for bathroom breaks. You may not use the bathroom during the whole Listening part and during the last 10 minutes of the Reading and Writing components.

The test personnel will inform you when there is 40, 20, 10 and then 5 minutes left in each written part of the test.

THE END OF THE IELTS TEST

You will be asked to put down your pen or pencil.

A member of the IELTS test personnel (Invigilator) will collect all exam sheets, answer sheets and rough draft paper before you are allowed to leave the room. Remain at your table quietly while those materials are being collected.

AFTER THE IELTS TEST

Before you leave the room make sure you are taking all your personal belongings with you.

REPORTING COMPLAINTS REGARDING THE EXECUTION OF THE IELTS TEST

If anything that could have affected your result (e.g. you were sick or there was noise which interrupted the Listening part)



happened during the IELTS test report it immediately after the end of the test to the person in charge (Supervisor) and/or a member of the personnel (Invigilator).

THE IELTS TEST – SPEAKING PART

Take with you your national identity card or passport – it must be the same document you used while registering for the IELTS test. Arrive at least 15 minutes before the exam begins.

Look for labels and notices which will help you find the speaking test room.

The coordinator will check your document with the list of registered candidates. After that you must remain in a designated room until the time of the test.

While waiting your turn you should remain calm in order not to disturb other candidates.

If your name was misspelled inform the coordinator so they can amend it in the correct place.

Switch off your mobile phone (and other electronic devices). Leave your personal belongings in an area designated by the coordinator.

The Speaking test is conducted individually (there is one examiner and one candidate). The entire Speaking test is recorded.

The photographs taken on the day of the IELTS test are obligatory for all IELTS candidates. They may be taken on the day of the written or oral part.

If you have any questions you are welcome to contact the IELTS test Administration with the British Council Foundation in Warsaw.