

Appendix 3.2 Consent Form for a Minor to take an IELTS Life Skills Test

Important – Please read this information carefully before you complete this consent form. Your completed consent form must be provided to the Test Centre before or on the day of the Test. It must be provided before any registration for the test begins. If you do not provide this consent form on or before the test day you will not be admitted to the test room. We recommend that you keep a copy for your records.

Who should use this form?

Any person who wishes to take an IELTS Life Skills test who has not yet reached the age of legal competence (is a minor under local law).

IELTS Life Skills Application: Terms and Conditions

IELTS Terms & Conditions and Legal Notices

Declaration

- 1 I acknowledge that the IELTS Life Skills test is jointly delivered 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 referred to as the IELTS Test Partners.
- 2 I certify that the information in my application form is complete, true and accurate.
- 3 I understand that the personal data in my application is collected for the purposes of the IELTS Life Skills test, and I consent for this data to be disclosed to, processed and stored by the IELTS Test Partners for the purpose of such administration. I further consent for this data, including, without limitation, test performance or score data and my test result to be disclosed by the IELTS Test Partners to those Recognising Organisations to which I apply and to governments (including visa processing authorities such as UKVI) for the purpose of allowing these organisations to verify my test result or to carry out enquiries in relation to suspected malpractice. If the IELTS Test Partners discover that a false or altered Test Report Form has been provided to any of these Recognising Organisations or government authorities I further consent that the IELTS Test Partners may inform the same and provide them with my personal data and any relevant details relating to the work I produce as part of my test taking, including, without limitation, test performance or score data.
- 4 I understand that my personal data may be processed in an anonymous form by the IELTS Test Partners for statistical and research purposes. The IELTS Test partners and the centres administering the test confirm that they will not disclose personal information about candidates to others except as stated in this Declaration or to the extent permitted by law.
- 5 I understand that I may view a copy of my personal data contained in my application by contacting ielts@cambridgeenglish.org. I understand that a fee will be charged for access to this information.
- 6 I understand that if I want a copy of my finger scan it can only be provided as a Binary Large Object (BLOB) and the request must be made to ielts@idp.com or ielts@britishcouncil.org. I understand a fee will be charged for access to this information.
- 7 I understand that if the details on this form are not completed my application may not be processed. I further understand that completing and submitting this application does not guarantee registration on my preferred test date or at my preferred test location. I understand that my registration will be confirmed within 24 hours. I also understand that I will be contacted in the event that a test date cannot be made available to me within 28 days of placing my application.
- 8 I understand that any personal data collected during the identity verification process by the centre either at test registration or on test day will be processed and securely stored by the IELTS Test Partners for the purpose of the IELTS Life Skills test. I acknowledge that the photograph(s) taken of me by the centre will be provided to any Recognising Organisations or government authorities (including visa processing authorities) to which I apply for the purposes of allowing these organisations to verify my test results or to carry out enquiries in relation to possible malpractice or test integrity issues. I understand that where finger-scan data is obtained it will not be disclosed to any entity except the IELTS Test Partners.
- 9 I understand that I will have my photograph(s) taken by the test centre to allow the Test Report Form to be released. If I have not had my photograph taken by the test centre no result will be issued.
- 10 I acknowledge that I have read the IELTS Life Skills Notice to Candidates contained on **page i** and agree to abide by the rules and regulations contained therein.

- 11 I understand there may be local terms and conditions I must comply with and that the test centre will provide details of these on request.
- 12 I understand that I must attend all four test components in order to receive an IELTS Life Skills test result and that any exception to this must be approved in advance by the centre.
- 13 I understand that the IELTS Test Partners have a responsibility to all candidates and Recognising Organisations to ensure the highest confidence in the accuracy and integrity of test results and that the IELTS Test Partners therefore reserve the right to withhold test results temporarily or permanently, or to cancel test results which have been issued, if they consider those results to be unreliable for reasons of suspected malpractice or any other irregularity in the test process.
- 14 I understand that my result may not be issued **7 days after the IELTS Life Skills** test if the IELTS Test Partners deem it necessary to review any matter associated with my test or the administration of my test, including making enquiries as to whether any rules or regulations have been breached. I understand that, before my results can be issued, I may be required to provide additional samples of my writing and speaking for the purposes of assisting any investigation before or after the test. I understand that in exceptional circumstances I may be required to re-take the IELTS Life Skills test.
- 15 I understand that if I am suspected of engaging in any form of malpractice, or do anything that might damage the integrity and security of IELTS Life Skills, I may not receive a test result, my test fee will not be refunded and I may be prohibited from taking the IELTS Life Skills test in the future. Despite and without limiting any of the terms of this Declaration, I understand that details of any malpractice (including evidence of suspected malpractice) that has been established, is suspected, or is being formally investigated may be provided to Recognising Organisations, including visa processing authorities and appropriate regulatory authorities, or otherwise disclosed in accordance with the law, where required for verification purposes or other purposes to protect the IELTS Life Skills test and its stakeholders against any form of malpractice. I further understand that suspected malpractice will be reported centrally to the IELTS Test Partners and to any relevant test centre by the centre where the suspected malpractice occurred.
- 16 I understand that if any other person attempts to take the IELTS Life Skills test in my place, both I and such person will be liable to prosecution. Details relating to the situation may be provided to the relevant authorities, including visa processing authorities and appropriate regulatory authorities.
- 17 I understand that the work I produce in the IELTS Life Skills test remains the property of the IELTS Test Partners. It will not be released to candidates or to institutions or organisations, except in the investigation of suspected malpractice whereby my work may be provided to relevant authorities.
- 18 I understand that my IELTS Life Skills test will be audio and video recorded. I understand that in the event the test does not record I will be required to re-take the speaking test. I also agree that an observer may attend my IELTS Speaking test as part of the monitoring process.
- 19 I understand that there will be video recording and CCTV (Closed Circuit TV) in the test centre. I agree to be videoed while I am in the test centre on the test day, including from the place where I register and in each of the test rooms used for each part of the test I take. I understand that video recordings will be used for monitoring purposes, investigations into suspected malpractice and enquiries on results. I understand if I do not agree to be video recorded I will not be able to take the test.
- 20 I understand that I will be charged the full test fee if I cancel my test or request a transfer within five weeks of the test date, unless I provide appropriate medical evidence, within five days of the test date, to support the cancellation or transfer.
- 21 I acknowledge that I have read the IELTS Life Skills Information for Candidates (www.ielts.org) booklet.

Full name of Candidate: _____

Signature: _____ **Date:** _____

(If you are minor, please ask your parent/legal guardian to read all information provided and sign the consent below.)

I declare that I exercise parental care of the candidate named on this form and I have read, understood and accept the above.

Full Name of Parent/ Legal Guardian: _____

Signature: _____ **Date:** _____