



# IELTS™

## Folkeuniversitetet Official Test Centre

### Terms and Conditions – Oslo Centre

#### Securing your test space:

**Please be advised that online registration is BINDING.**

Full TEST PAYMENT, a PASSPORT copy, a signed APPLICATION SUMMARY, and MEDICAL documentation (where applicable) must be received at least 2 weeks before the test date (registration deadline).

If payment and/or documents are not received, you will be removed from the test **but still be liable for the full test fee (Administrative Cancellation).**

#### Cancellation, date change or absence:

- Should you not be able to sit the test, written notification must be sent to [ielts.ost@folkeuniversitetet.no](mailto:ielts.ost@folkeuniversitetet.no)
- Written cancellations or changes to your test date **15 days AFTER this online registration** will incur an administrative fee NOK 750
- Written cancellations or changes to your test date **15 DAYS BEFORE the test date** will incur **THE ENTIRE TEST FEE (NOK 2950).**
- If cancellation, date change or absence is due to medical reasons, a sykemelding form or legeerklæring from a registered medical practitioner is required within 3 working days. A full refund will be given minus an administration fee of **NOK 750,-**
- The fees listed above are applicable regardless of whether or not you have already paid at the time of cancellation/transfer.
- If you will be absent for any reason on the test day, please contact us as soon as possible so that we can inform the invigilators and examiners.

#### During the test:

- All test instructions will be given in English.
- **Speaking tests may be held either the day before or on the same day of the test date.**
- Only the **PASSPORT** you registered with will be accepted as identification on test day. You will not be granted access to the test room without your original passport.
- No food or personal belongings are allowed in the test room. Personal belongings will be locked in a separate room for the duration of the test, however, Folkeuniversitetet does not accept responsibility for these items.
- The only type of drink allowed into the test room is bottled water (clear, see-through bottle).
- Please note that our test centre in Oslo does not use headphones for the listening test.
- Should you be late, you will not be allowed into the room once the test has started.
- You cannot leave the room during the test without permission from an invigilator

**There is no FREE parking on the premises. Few spaces are managed by a PRIVATE company. Folkeuniversitetet Øst is NOT responsible for parking in these private spaces.**

#### Results:

- On the date results are released, candidates can collect them at our reception (Folkeuniversitetet Oslo) between 09:00 and 12:30.
- Results will be available **online** from approximately 10.00 hrs on the 13th day after test day. **Please note down your candidate number on TEST DAY**
- Any results not collected will be sent by first class post on the same day. Registered post can be provided at extra cost.
- Results can only be sent to the receiving institutions via the IELTS testing centre, i.e. Folkeuniversitetet Øst, Oslo, and not via the candidate.
- For Enquiries On Results (EOR): Please contact the IELTS office at [ielts.ost@folkeuniversitetet.no](mailto:ielts.ost@folkeuniversitetet.no) to arrange a time for you to bring your TRF. If you cannot bring it in to the office, please make sure you post us the TRF on time. TRF shall be delivered within 4 weeks of your test. There will be a charge of **NOK 1000**
- There will be a charge of **NOK 190** for each Test Report Form sent more than one month after the date of the test. Five copies can be sent for free within the first calendar month of the test date.
- We can delay sending copies of the test results to the institution(s) until you have received the results yourself. Please inform us if you would like us to wait until you give us further instructions. Please send requests to: [ielts.ost@folkeuniversitetet.no](mailto:ielts.ost@folkeuniversitetet.no)
- Test results are valid for a period of two years.

**UNDER NO CIRCUMSTANCES WILL RESULTS BE GIVEN VIA FAX, PHONE OR EMAIL.**

**ALL WRITTEN COMMUNICATION WITH YOUR TEST CENTRE MUST INCLUDE YOUR FULL NAME, TEST DATE AND TEST VENUE PLEASE.**