

Dear Candidate

Enclosed is your IELTS Test Report Form. You will receive only one copy of the Test Report Form. It's important that you keep it safe as replacement Test Report Form cannot be issued.

If you wish to apply Enquiry on Result, please kindly note that during the period of re-marking the test results are frozen and cannot be used to apply for a university placement or be sent to an immigration authority.

### **1) Free Test Report**

Within one month of the test report issue date, you may request up to five additional copies (printed copies or electronic copies\*) to be sent to academic institutions/government agencies/professional bodies/employers free of charge.

If you have not given us this information during registration, please use your user account to login to our online system to perform the task under **"My Test"**.

### **2) Paid Test Report**

You may apply for further copies of the Test Report Form for a period of two years from the examination date. Each extra test report requested after the first month will be charged an administrative fee.

Please use your user account to login to our online system to perform your request under **"My Test"**. You can also make payment through the online system.

We may need supporting document from the recognising organisation to support your additional Test Report Form application. Additional copies of Test Report Form will not be sent to migration or education agents, it can only be sent to recognising organisations/institutions, but not given to candidates. The request of sending additional Test Report Form will be processed within 3 working days. Please check for updated status under **"My Test"**.

Please feel free to contact us should you require further assistance (Tel: +852 2913 5100).

*\*Remarks:*

- *Only the IELTS Recognising Organisations subscribed to the electronic download service may download a candidate's results. It is the responsibility of the candidate to check with the recognizing organisations whether they accept electronic TRF copy.*

Yours faithfully



Monita Au Yeung  
Examinations Services Manager