

Registration procedures of IELTS with special test arrangements

Make a request

- Applicants should raise their requests at least three months before the test date by contacting Examinations Services Department at examinations@britishcouncil.org.hk or 2913 5170
- Applicants should submit a full application (application form, a copy of ID and test fee), including *original copy* of medical report (with 2 years validity from the test day) and additional supporting documents*

Proposal to examination board

- British Council will contact applicants regarding their requests and a proposal will be sent out via email for applicants' confirmation
- Upon receiving the written confirmation from applicants, British Council will reserve seat for applicants and send their requests to the UK examination board for approval

Complete registration

- Examination board will notify applicants their request result in **6 weeks to 3 months**, depending on the nature of their requests, and British Council will register for applicants and complete the payment once approval is confirmed
- Applicants would receive an email regarding the online system user account registration and the test registration payment confirmation

Proceed to Test Day

- Candidates will receive an 'Exam Details' email sent from our system 7 days prior to their test day with information of test venue and reporting time
- Special arrangement candidates will receive a separate email sent from British Council 5 to 7 days prior to their test day with their test schedule and arrangements

*Applicants should read and agree to the terms and conditions list in the Declaration