

A guide to booking an IELTS Test

This is a guide to help parents and guardians to register their children for an IELTS Test with the British Council. Our policy on child protection states that we cannot accept registrations from people under the age of 18 years old.

When someone under the age of 18 years old attempts to register for an IELTS Test with the British Council, they'll be asked to provide an email address for a parent or guardian to complete their registration. The registration site is only available in English.

Step 1:

As a parent/guardian you will receive an email from the British Council to create an account. If you do not see the email, please check your junk mail folder. The email should look like the image below.



Dear Parent/Guardian/Carer of Daniel Itani,

We understand you are the parent/guardian/carer of Daniel Itani. We are emailing you to let you know that Daniel Itani has tried to create an IELTS account with the British Council and/or register for the IELTS test with the British Council. The British Council does not allow any child under 18 years of age to register for the IELTS test.

What we need you to do next:

If you wish your child to register for and sit an IELTS test with the British Council you will be required to complete the registration on behalf of Daniel Itani. If you wish Daniel Itani to sit an IELTS test with the British Council please follow the link below to complete the application process. We look forward to working with you and hope your experience with the British Council is an excellent one.

Legal notice:

Please note no legally binding agreement for your child to take an IELTS test has been concluded between you and us at this stage. In order for a legally binding contract to be concluded between you and us we need to successfully receive and process the relevant payments and relevant documentation and information on the application. Once we have successfully received this information and payment from you we will process the application and we will send you a confirmation email confirming that your child can sit the test and a legally binding contract has been concluded.

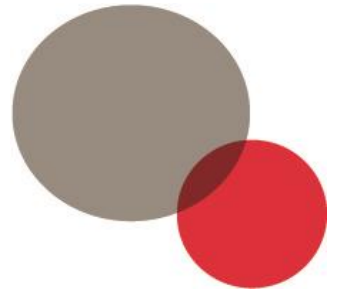
Please read the email and click 'Login'.



Click on login

To learn more about our [Child protection policy](#), please click [here](#).

Thank you
The IELTS Team



Step 2:

Welcome to the IELTS online registration system!

There are three stages to booking your IELTS test:

- 1 Check the availability and select your test date (you will need to select a separate test date for your speaking test).
- 2 Create an account with the British Council.
- 3 Book and pay.

If you are under 18, you will need your parent or guardian to book the test for you.

Please note:
To continue with this booking you will need:

- An identification document of the test taker. Make sure you have a photocopy or a photo of the identification document at hand, as you will need to upload this as part of the booking process.
- A payment card (if you wish to pay online)

There are 3 different IELTS tests you can book with the British Council:

IELTS Academic

Study at university at undergraduate or postgraduate level, or join a professional organisation in an English-speaking country

[Book IELTS Academic Test](#)

IELTS General Training

Train or study at below degree level work or undertake work-related training in an English-speaking country emigrate to an English-speaking country

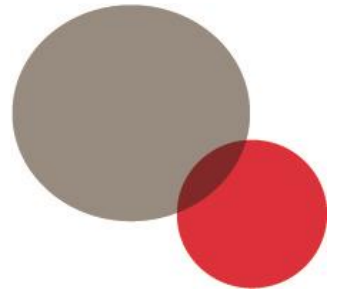
[Book IELTS General Training test](#)

IELTS UKVI and IELTS Life Skills

'IELTS for UKVI / IELTS Life Skills test' is a UK government approved Secure English Language Test (SELT). This means that IELTS can be used to prove your English language abilities in support of a UK Visa and Immigration (UKVI) application.

[Book IELTS UKVI and IELTS Life Skills test](#)

Select the IELTS module you would like your child to sit for.



Step 3:

IELTS Academic

Study at university at undergraduate or postgraduate level, or join a professional organisation in an English-speaking country.

Choose a **country** to sit the test in:

Search by country name

When do you want to sit the test?
You can choose more than one month.

Choose the country where you would like your child to sit the Test from the drop down menu.

Choose location

Change test type

Does your child require any special arrangements on the Test date?

- Select yes or no.
- If you would like to know more, please click on 'Read about how we can help you to learn more about what we can offer for your special needs'.

Step 4:

When do you want to sit the test?
You can choose more than one month.

2018

February March April May

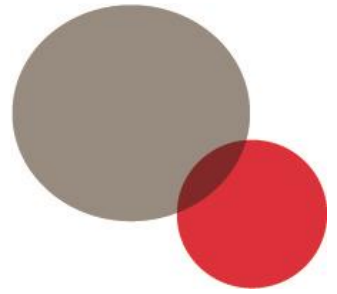
June no tests July no tests August September

Select the month you would like your child to sit for the IELTS Test.

Step 5:

Next click on choose location to select where in the country you would like them to take the Test.

Choose location



You can choose one or more **locations**

Ankara +

Click on the drop down menu and scroll down to find the location.

You can choose one or more **locations**

Ankara -

Limak Ambassador Boutique Hotel
Bogaz sokak No:19 Kavaklidere

Search for tests

Click on the preferred location.

Then click 'Search for Tests'.

Note: You can go back and change your country or dates if you are not happy with what you see. Just click on 'Change Country or Dates'.

Step 6:

Please choose a test date to book by

Date Location

March 2018

Thursday 1st
Limak Ambassador Boutique Hotel +

A popup window will display the test dates available, you can either select by date or location.

Click on the Test date which is best for your child. A pop up window will then display the exact venue where the test will take place (this may not be applicable to all countries).

March 2018

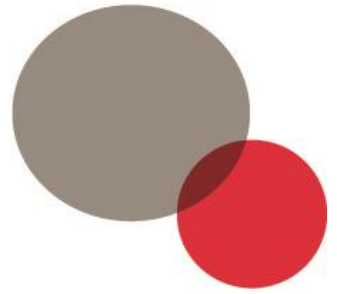
Thursday 1st
Limak Ambassador Boutique Hotel -

Bogaz sokak No:19 Kavaklidere

Ankara

Book test

If you are happy with your selection, click on 'Book test'.



Step 7:

Your test selection

IELTS Academic

If you want to study at undergraduate or postgraduate level, or join a professional organisation in an English-speaking country, then you should take this test.

Fee: 660.00 TRY inc tax

Test date

Thursday 24 May 2016

Listening, reading & writing elements:

08:15	Arrival time
09:00	Test starts
12:00	Test ends

This date is not confirmed until you complete the booking.

[View different dates](#)

Test location:

DoubleTree by Hilton Hotel Istanbul - Moda

Caferaga Mh Albay F Sozdenier Cd 31
Kadikoy, Istanbul, 34710, Turkey

This location is not confirmed until you complete the booking. You will receive a confirmation with full location details five working days before your test.

Please choose a date to take your speaking test:

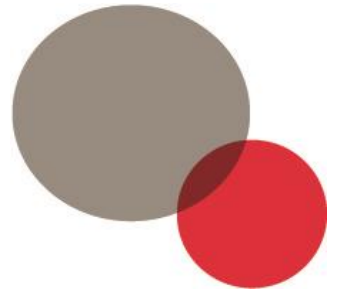
[Choose speaking test](#)

You should now have a screen of the Test date along with the venue.

It confirms the Test module selected, the fee for the Test, and the Test date and times.

Click on 'choose speaking test'





Step 8:

Now choose a date to take your **Speaking test**:

Mo	Tu	We	Th	Fr	Sa	Su
			May			
21	22	23	24	25	26	27

Thursday 24th May 2018

Please choose a time.

Please select

- Please select
- 08:00
- 08:40
- 09:20
- 10:00
- 10:20
- 11:00
- 11:20
- 12:00
- 12:20
- 12:40
- 13:00
- 13:20
- 13:40
- 14:00

You should now get a pop up window which displays the available Speaking Test times.

Select the most suitable Speaking Test time for your child using the drop down bar.

Then click 'Continue booking'.

Note: You can go back and change the date of the Written Test if you are not happy with the one selected. To do so click on 'Change date of Written Test'

Step 9:

At this stage you are required to log into your personal account.

If you do not have an account, you have to set one up, so you have access to the information about your child's Testing, including accessing their results.

E-mail:

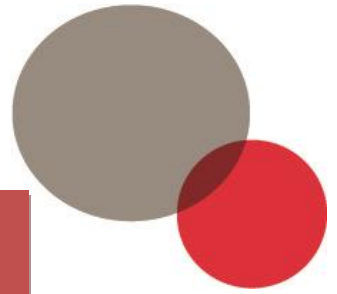
Password:
 Show password

[I forgot my password](#)

If you have already registered, enter your email and password.

If you are not already registered, click on 'I'm not registered'

Note: if you are already registered and know your password, please skip to Step 11.

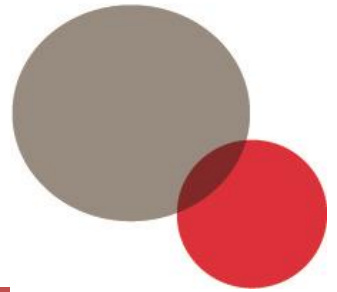


To set up an account, please enter your own details.

Once you log into the portal, you will be able to enter your child's details.

The screenshot shows a registration form with the following sections and annotations:


- Family name:** A text input field. **Annotation:** "Fill in your surname/family name and your first name/given name and your Date of Birth" (with an arrow pointing to the "Other/given names" field).
- Other/given names:** A text input field.
- Date of birth:** A date selection widget (month, day, year). **Annotation:** "Fill in your surname/family name and your first name/given name and your Date of Birth" (with an arrow pointing to the date field).
- Small text:** "The full name and date of birth must match the Identification Document presented at the test location."
- Email:** A text input field. **Annotation:** "Please type your email and a password for you to access account" (with an arrow pointing to the email field).
- Password:** A text input field with a "Show password" checkbox. **Annotation:** "Please type your email and a password for you to access account" (with an arrow pointing to the password field).
- Your e-mail marketing preferences:** A section with three radio button options:
 - Please do not send me any marketing updates.
 - I am happy to receive updates about products, services and events provided or organised by the British Council (including members of the wider British Council group).
 - I am happy to receive information about products, services and events organised by British Council and by third parties selected by the British Council.**Annotation:** "Please select if you would like to receive marketing updates from the British Council" (with an arrow pointing to the second option).
- Small text:** "For full details read our [privacy and terms of use](#)"
- Agreement:** A checkbox labeled "I agree to the account registration terms and conditions". **Annotation:** "Agree to Account creation terms & conditions" (with an arrow pointing to the checkbox).
- Register button:** A blue button labeled "Register". **Annotation:** "Click Register" (with an arrow pointing to the button).
- Link:** "I am already registered" (a small link below the button).



Step 10:

E-mail:

Password:
 Show password

[I forgot my password](#)  **Click here if you forgot password**

Login and show tests & results

[I'm not registered](#)

You can now log into your account to continue the registration.

Enter your email address and password. If you have forgotten your password click 'I forgot my password'.

Forgot password

E-mail:

Send

If you have forgotten your password, enter your email address.

An email will be sent to you (as below). In the email, click on 'Reset Password'.



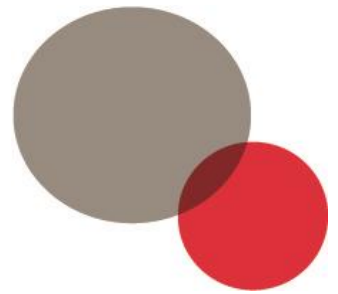
Dear Test Taker

We recently received a request to reset your password for your online IELTS [Test Taker Portal](#). Please follow the [link](#) below to reset it.

This password reset can only be used once.

[Reset Password](#)  **Click reset password**

Thank you
The IELTS Team



Reset password

E-mail:

Password:
 Show password

Your password must have:
× 8 or more characters

And it needs to meet 3 of the following requirements:

- ✓ Lowercase letters
- ✓ Uppercase letters
- ✓ At least one number
- × At least one special character

Ensure you meet your new password meets all the requirements to reset

You will now be prompted to reset your password.

Step 11:

Your chosen test will be held for: **14:28** **timer starts ticking once you log in**

Please note:
To continue with this booking you will need:

- An identification document of the test taker. Make sure you have a photocopy or a photo of the identification document at hand, as you will need to upload this as part of the booking process.
- A payment card (if you wish to pay online)

Who are you booking the test for?
We ask this question because it will affect the test dates that are available.

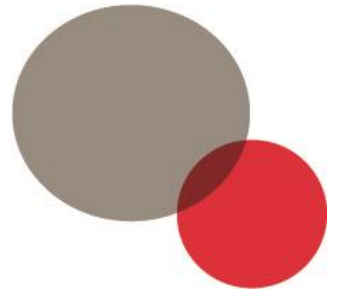
Myself

My child **Only for under 18**

You cannot book a test for a child under the age of 11. If your child is 18 or over, please ask them to register for themselves.

Now you have logged into the portal, you will notice that a timer has started. We hold the selected Test booking for 25 minutes to enable you to complete the transaction. After that time it will be released to other test takers.

Select 'My Child' to register them for the Test.



Step 12:

Please add the details for the child taking the test:

Family name:

Other/given names:

What is Your relationship to the child

Date of birth:

The full name and date of birth must match the Identification Document presented at the test location.

If your child is over 18, please ask them to register for an account themselves with the British Council.

Enter your child's details as requested.

Step 13:

Are you happy for your child to leave the exam premises unaccompanied at the end of the test?

Yes, I give my permission

No, I will specify who will pick them up

Provide permission for your child to leave the Test by themselves or specify who will pick them up.

1 Test Taker's Guardian remove

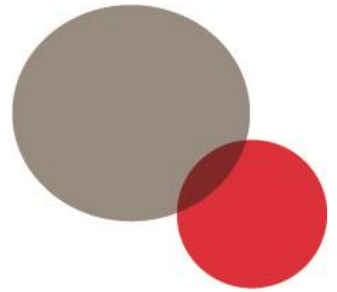
Family name:

Other / given names:

Relationship to the child

Telephone

If you have chosen for someone to pick them up, enter their details as requested.



3 Test Taker's Guardian

[add another](#)

Do you confirm that the person(s) listed are authorized to collect Daniel Itani at the end of the test, and they are over 14 years old?

Yes, I confirm

[Read our full child safe collection protection policy](#)

You will be asked to confirm that this person is authorised to pick them up and are over 14 years old.

Step 14:

What address does the child live at?

Country of residence:

Address:

Second line of address if applies

Third line of address if applies

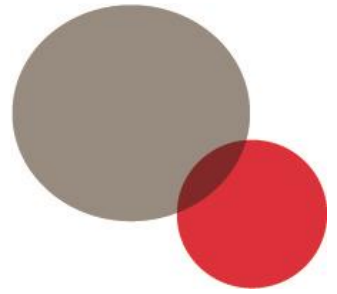
Town / City:

Postalcode / ZIP:

Mobile number:

Next, please enter the address details of your child.

Then click on 'Add ID'.



Step 15:

Your chosen test is being held for you so that you can book it. We can only hold this for 25 minutes before we need to offer it to other test takers. (Don't worry, it shouldn't take you longer than 25 minutes to complete the booking.)

Your chosen test will be held for: 16:46

Please note

You will be required to show identification on the day of the test. Please make sure the identification details you enter below match the identification shown on the test day.

Please add the test taker ID details below.

Identification type

Passport TC Kimlik

Passport number

E4040454

Passport expiry date

1 January 2020

Passport issuing authority

Turkey

Next step:

[Add additional details](#)

[Back to Personal Details](#)

Please enter their ID details.

Then click on 'Add additional details'.

Step 16:

Your chosen test is being held for you so that you can book it. We can only hold this for 25 minutes before we need to offer it to other test takers. (Don't worry, it shouldn't take you longer than 25 minutes to complete the booking.)

Your chosen test will be held for: 14:15

Please note

Answering the following questions helps us improve our services to test takers like you that are interested in our tests. They do not affect the IELTS test score.

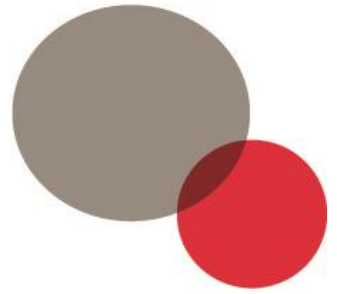
Please add the details below for the test taker.

Gender

Female

Male

Select their gender.



Step 17:

Title
Ms

What is your country of nationality?
Turkey

What is your first language?
Turkish

How many years have you been studying English?
5

What level of education have you completed?

Secondary (upto 16 years)

Secondary (16-19 years)

Degree (or equivalent)

Post-graduate

Please enter additional information about nationality and education.

Then click 'Add additional information'.

Step 18:

Your chosen test is being held for you so that you can book it. We can only hold this for 25 minutes before we need to offer it to other test takers. (Don't worry, it shouldn't take you longer than 25 minutes to complete the booking.)

Your chosen test will be held for: 11:24

Please note

Answering the following questions helps us improve our services to test takers like you that are interested in our tests. They do not affect the IELTS test score.

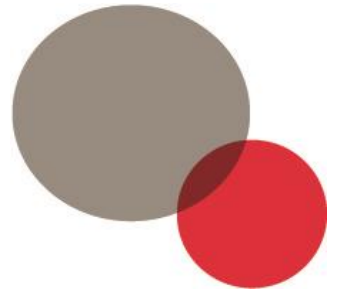
Please add the details below for the test taker.

Occupation

What is your occupation sector?
Education

What is your occupation level?
Student

Please enter additional information about occupation.



Step 19:

Your interest in IELTS

Why are you taking the test?

Other educational purposes

Which country do you want to study / work / live in?

Canada

Next step:

Add receiving organisation

Back to additional details

Let us know why your child is taking IELTS.

Then click 'Add receiving organisation'.

Step 20:

Sending your results to organisations

We can send your results to up to five organisations. These can include:

- academic institutions
- government agencies
- professional bodies
- employers

Please note:
This is optional. You can still do this step after you have paid.

Would you like to choose these organisations?

I will choose these organisations later

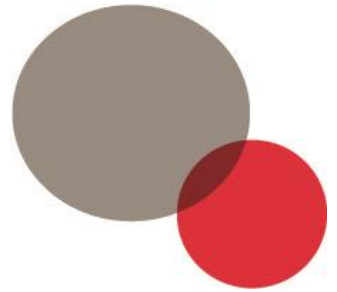
I will choose these organisations now. (You can still edit them later)

Next step:

Review my application

This is an optional step. You are able to choose receiving organisations at a later date if you prefer.

Make your choice and then click 'Review my application'.



Step 21:

Review booking

Steps Step 1 Step 2 Step 3 Step 4 Step 5 Payment

Your chosen test is being held for you so that you can book it. We can only hold this for 25 minutes before we need to offer it to other test takers. (Don't worry, it shouldn't take you longer than 25 minutes to complete the booking.)

Your chosen test will be held for: 05:15

Please note
YOU HAVE NOT BOOKED YET
Please check all your details carefully before you pay.

Your booking

IELTS Academic

Saturday 12 May 2016

Listening, reading & writing elements:

05:15	Arrival time
09:00	Test starts
12:00	Test ends

Riva Rezaybay Hotel
Rezaybay Mah. Adana/ Cad. No:20

Saturday 12 May 2016

Speaking test:

09:20	Test starts
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Riva Rezaybay Hotel
Rezaybay Mah. Adana/ Cad. No:20

Fee: \$50.00 TRY inc tax

Identification details

Edit

number:	E4040454
expiry date:	2020-01-01
issuing authority:	Turkey

Additional details

Edit

Special arrangements?	No
Gender:	Male
Title:	Ms
Country of nationality:	Turkey
Main language spoken:	Turkish
Years of studying english:	5
Education level:	Secondary (16-19 years)
Occupation sector:	Education
Reason for taking test:	Other educational purposes
Country being applied:	Canada
Occupation level:	Student

Organisations to send results

Edit

This is optional. You can still do this step after you have paid.

Terms & conditions

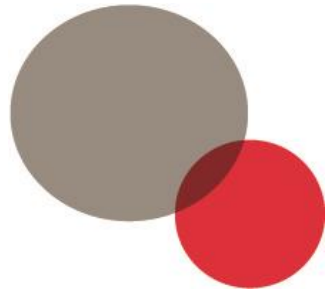
I agree to the IELTS terms & conditions and cancellation policy

Next step:

Payment

Review the details of your booking to check that the information is correct.

If the information is correct, read and agree to the IELTS terms and conditions and cancellation policy, and then click 'Payment'.



Step 22:

Payment

Steps > Step 1 > Step 2 > Step 3 > Step 4 > Step 5 > **Payment**

Your chosen test is being held for you so that you can book it. We can only hold this for 25 minutes before we need to offer it to other test takers. (Don't worry, it shouldn't take you longer than 25 minutes to complete the booking.)

Your chosen test will be held for: 00:00

Please note
YOU HAVE NOT BOOKED YET
Please choose method of payment.

Fee: 660.00 TRY inc tax

The fee for the Test will now be displayed.

Step 23:

Who should be sent the invoice for the test?

Myself
 Another person
 A company

Family name:

Other/given names:

Email address:

Mobile number:

Country:

Postal address:

Town / City:

Postcode / ZIP:

Select who you would like the invoice sent to and enter their details.




Step 24:

How would you like to pay?

Pay online

Pay another way



Select your method of payment.

How would you like to pay?

If you select pay online, you'll be taken to a secure payment site.

Pay online

Pay another way



Secure Payment

Step 1: Please select your payment method

Total payment amount TRY 660.00



Credit Card

Card Number

Card Holder Name

Card Expiry Date /

CVC/CVV/CID



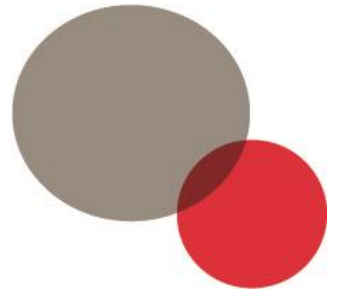
[What is CVC/CVV/CID?](#)

pay

Fill in your credit card details and click on 'pay'.

Session timeout in: 17 minutes

Next Step: Enter your Payment Details



How would you like to pay?

Pay online

Pay another way

Alternatively, you can select pay another way.

Pay later

Once you book the test today, you will have less working days to pay. Your test date will be cancelled if you do not pay within this time.

You will need to pay the bank fees to your bank account.

Pay by bank transfer:

Please transfer the test fee 650 TRY to the account stated below.

Please kindly note that the payments which have been done by other currencies will not be accepted.

The applications of candidates who pay the test fee in the wrong currency, to the wrong bank account or in the wrong amount will be cancelled. Likewise, if candidates do not complete the payment within 48 hours following their application, their test reservations will also be cancelled.

Lütfen sınav ücreti olan 650 TRY'yi aşağıdaki hesap numarasına banka transferi yaparak ödeyin.

Sınav ücreti dövizle değil para birimiyle, yanlış banka hesabına ya da yanlış miktarda yapılan ve belirli bir saat içinde dövizle değil başka dövizle yapılan bankaya yatırılan para kabul edilmez.

BRITISH COUNCIL, EDİTİM HİZMETLERİ LIMITED (KURUM) TL ACCOUNT

İç Bankası
Kontolu: Süreli
Konto No: 1011
Hesap No: 1532105
Açık İşletme Kurul - Embassy Office of Cultural Counselor
Swift Code: IBIKTR33XXX
IBAN CODE: TR02 0006 4000 0011 0111 0001 00

In order to help us to match the payment with the correct candidate, please include the following information on your payment:

- Full name of the candidate
- Exam date
- IELTS Reference Number - You will find the reference number above under IELTS Test Centre.

Örneğin: Ali Yılmaz, 27 November IELTS, TR02-1111-1111

Ödeme için doğru adagüçle eşleşme için başvuru bilgileri için lütfen ödeme yaparken aşağıdaki bilgileri de ödemenize ekleyin:

- Adanın tam adı
- Sınav tarihi
- IELTS Referans Numarası - Bu numarayı yukarıda belirtilen sınav bilgileri bölümünde bulabilirsiniz.

Örneğin: Ali Yılmaz, 27 Kasım IELTS, TR02-1111-1111

How can I pay for my exam?

Paying at the bank:

You can go to nearest İy Bank branch and transfer the exam fee of 650 TRY to our account free of transfer fee.

Paying without going to the bank:

You can arrange to pay by bank transfer.

Note: on the payslip ensure you include the following information:

- Full name of the candidate
- Exams date
- IELTS reference number.

Once the payment has been received by either online payment or bank transfer, you will receive an email confirmation of your child's registration for IELTS.