



Apply and Prepare for your IELTS Test

What you will need:

- A scanned copy of your current, valid passport including the photo and signature page, or Permanent Resident Card (PRC) showing your PRC number, birth date, expiration date, and signature (if there is no signature, an additional piece of ID will be required).
- An IELTS account. Go to <https://my.ieltsessentials.com/Home> to set up an account. If you are an existing user, you can login to your account on the homepage.
- Payment. The IELTS test fee for the Victoria location is \$299.00 CAD. The Nanaimo Off-Site test fee \$329 CAD. We accept payment online with VISA, Mastercard, Debit-VISA, or Debit cards from BMO, Scotia, TD, or RBC bank.

You can also pay in person at the IELTS Victoria office. **However, you must do this before your application expires.**

Applying for your test:

Step 1: Know which IELTS test module you will need.

Academic: IELTS Academic is for test takers wishing to study at undergraduate or postgraduate levels, and for those seeking professional registration.

General Training: IELTS General Training is for test takers wishing to migrate to an English-speaking country (Australia, Canada, New Zealand, UK), and for those wishing to train or study at below degree level.

Note: It is not the Test Centre's responsibility to determine which module you need. If you are in doubt, contact the institution to confirm which module is accepted.

Step 2: Choose your test date.

IELTS testing takes place on Saturdays at Global Village Victoria. For a full list of test dates, please visit our website www.ieltsvictoria.com, or contact IELTS Victoria.

Note: Speaking tests are usually scheduled on the Friday afternoon before the Written sections. If this time will not work for you, you can make arrangements with the Test Centre to have your Speaking test scheduled for the Saturday afternoon.

Step 3: Apply online.

Login to your account at <https://my.ieltsessentials.com/Home> and click “Register for your IELTS Test”.

Follow the steps in the application. Be sure to complete all the required fields completely and accurately.

Upload your identification. You will be asked to upload a copy of your ID. If you have sent your passport away (renewal of student visa or work permit), you must retrieve it in order to sit the test. If you do not have your ID document, **DO NOT** apply for an IELTS test until you have it with you for test day.

Note: It is your responsibility to check with receiving organizations about entry requirements. Please enter a complete mailing address for any institutions, organizations or employers you wish to send additional test reports to. Additional results cannot be sent to immigration agents, consultants, or lawyers.

Step 4: Pay for your test.

If you do not pay for your test at the time of application, you must pay before the application expires, or it will be deleted from the database. The time remaining can be seen on your application. You may also receive an email reminder from the Test Centre if your application is incomplete.

Receiving confirmation of registration:

Initial confirmation and Confirmation with Speaking time

You will receive an email confirming your payment has been received.

The Test Centre will send you an initial email confirmation two weeks before the test date.

A second confirmation email with your scheduled speaking time will be sent to you 2 - 3 days before your test date. Check your personal details in the email, as these will appear on your test report form.

If you **do not** receive the second confirmation at least 2 business days before your test date, please contact the Test Centre.

Optional: Requesting additional Test Report Forms:

When you apply:

At the time of application, you may request up to 5 free additional Test Report Forms (TRFs) for institutions, organizations, or employers.

After sitting the test:

You can request to send an additional TRF to institutions, organizations, or employers up to 2 years after the test date. There is a \$20 CAD fee for each additional copy.

To request additional copies, contact the Test Centre or [download the additional TRF request form](#) from our website.

Receiving your test results:

Picking up your results in person

Your test results will be ready to be picked up at the IELTS Victoria Test Centre office 13 calendar days after the test. You will receive a reminder email with details about retrieving your results and checking them online.

Your IELTS test results are valid for two (2) years after the test date. If you have questions or concerns regarding your test results, please contact the Test Centre.

Receiving your results in the mail

If you do not pick up your results, they will be mailed via Canada Post thirteen (13) days after the test date. You can request to have your results sent via courier for an additional fee. Please ensure that the address you provide in your application is complete and accurate, as this is where the results will be sent.

Test Day Schedule:

	Victoria Test Day Schedule	Nanaimo Test Day Schedule
FRIDAY 1:00 - 5:40pm	Speaking Interviews	N/A
SATURDAY 8:15 - 9:15 am	Written Test Registration	Written Test Registration
9:30 am	Test Begins	Test Begins
9:30 - 12:30 pm	Listening, Reading & Writing	Listening, Reading & Writing
1:00 - 4:30 pm	Speaking Interviews upon request	Speaking Interviews

Preparation Checklist:

Before the test:

- Read the *Information for Candidates* booklet to ensure that you understand the test format.
- Attend an optional Free Info Session. Go to the preparation page on www.ieltsvictoria.com to register.
- Plan your journey. Make sure you know how to get to the test venue so you arrive on time.

On Test Day:

- You need to be at the test venue at least 15 minutes before your speaking exam and at 8:45 am on Saturday.
- You must bring the valid passport you used for the application. If you have changed your passport, inform us before the test day. You can also bring a clear water bottle, wooden pencils, and an eraser into the test room.
- Use the bathroom before you register. Once inside the test room you will not be allowed to go to the bathroom until the reading test has begun. There are no scheduled bathroom breaks during the exam. You cannot leave the test room until after the test has finished.
- If you try to gain an unfair advantage over other candidates, copy the work of another candidate, disrupt the test, take an electronic device or mobile phone into the room, you will be removed from the venue and you will not receive your results.
- Results will be mailed to you 13 days after the test and are Available provisionally online at <http://results.ielts.org>. If you would like to have your results reassessed, you must notify us of this within 6 weeks of your test date.

Contact us:

IELTS Victoria
Global Village English Centre Victoria
#200 - 1290 Broad St.
Victoria, BC V8W 2A5

Phone: (250)-220-3993
Fax: (250)-384-2123
Email: ieltsvictoria@gvenglish.com

Centre Hours:

Monday - Friday from 9:00 - 4:30 pm
Closed weekends and holidays

Connect with 'IELTS Victoria':

