





Step 1

Online registration procedures – IELTS test

Step 1

- Click below link to go to specific test session – Refer to last page about test sessions
(Registration Deadline: 2 weeks before the test date)
- The link will bring you to the session and proceed the registration step by step according to the instructions
- Please take note that the speaking test will be scheduled on the same day of written tests (Listening, Reading and Writing)
- Click “Continue” if you ensure to proceed to book the test

October 2025							November 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

 Seats Available  Seats Filling Quickly  Tests Not Available  Selected Date

Selected Test Session Summary

Saturday 18th Oct 2025

Listening, Reading & Writing

The Hong Kong Polytechnic University

Academic - IELTS

paper-delivered 

This session is only for the Final year of Full Time Undergraduate Students of The Hong Kong Polytechnic University (PolyU). Details of student personal information for this test session would be sent to the PolyU for verification purpose. You understand and accept that your personal information will be sent to the PolyU for verification of your eligibility by clicking the “continue” button. Should you not agree to disclose your name to the University then please do not proceed with this application. Please select “Pay Offline” payment option to complete the application on this application system. DO NOT pay the test fee via the system. The payment status will be changed from “Awaiting Payment” to “Paid” once your record is verified within a week. Please arrange the test fee (HK\$1,800) to the University directly according to the instructions on Office of Undergraduate Studies (OUS) website. From 1 May 2025, all IELTS paper-based test takers must use black ink pens provided by Test Centres for Reading, Writing and Listening tests. Test takers are not allowed to use their own stationery in the test room.

HKD \$2,685.00

Continue

- Click “Seats Available” and continue

Step 2

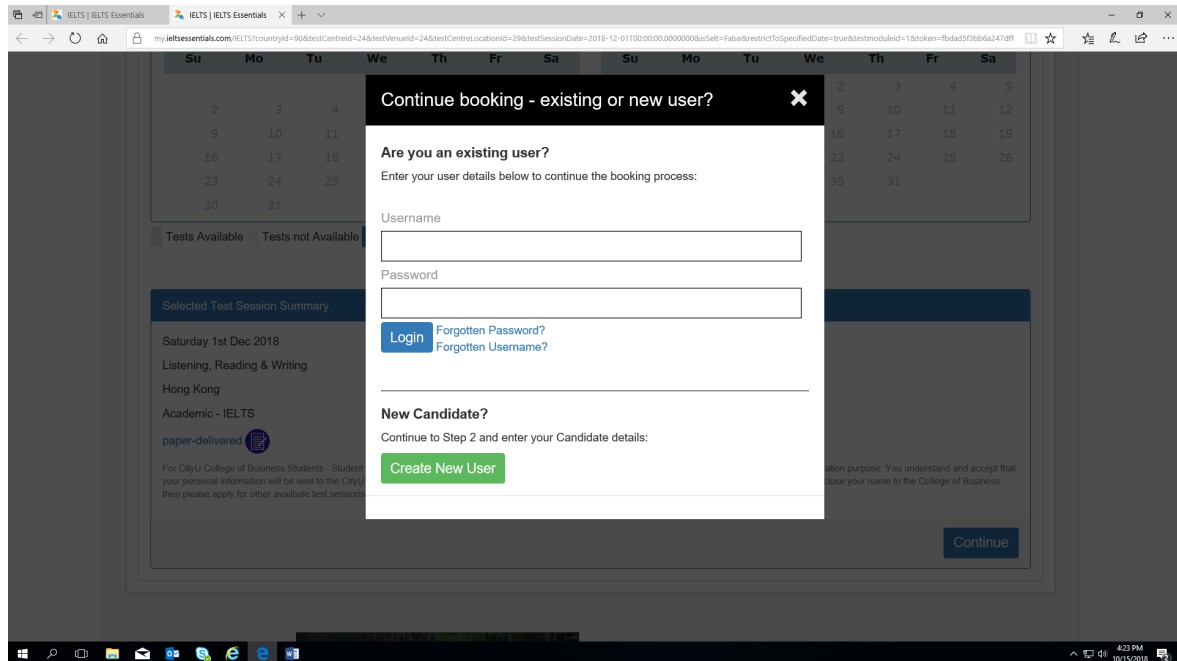
At this point if you wish to go ahead with the booking you can either:

- Select **“Login”** to use your existing account details if you already have them

OR

- **“Create New User”** to register for a new account and then finalise the booking.

In this example I am a new user so I will just select **“Create New User”**



Step 3

Fill in all the required fields and select “**Register**”

Note: If you log in as an **Existing User** all your details will be shown. You can edit them to make sure they are up to date and correct. Once you are happy with all the details select “**Continue**” to go to the next step.

The screenshot shows the 'Candidate details' section of the IELTS IDP registration process. At the top, there is a navigation bar with five steps: 1. Select a Test Date, 2. Candidate Details (current step), 3. Application Details, 4. Recognising Organisations, and 5. Booking Summary. A timer indicates '1h 25m 54s Time left to complete booking'. The 'Candidate details' section is titled 'Personal Information' and includes a note: 'You must enter your name as it appears in your passport or ID document. This is how your name will appear on your test results.' The form fields are: Title* (radio buttons for Dr, Mr, Mrs, Miss, Ms), Given Name (as per Identification Document) (text input: 'Siu Ming'), Family Name (as per Identification Document) (text input: 'Chan'), Gender* (radio buttons for Male, Female), and Date Of Birth* (calendar input: '31 Dec 1995'). A red asterisk indicates a required field.

The screenshot shows the 'Contact Details' and 'Occupation & Education' sections of the IELTS IDP registration process. The 'Contact Details' section includes a dropdown for 'Hong Kong', a dropdown for 'First Language*' (selected: 'Chinese'), and a note: '* Either one of Telephone or Mobile number is required. * Please ensure a valid email address is provided as this will be utilised to provide any updates for your booked test by IDP and/or Test Centre'. The form fields are: Telephone (text input: '12345678'), Mobile (text input: '87654321'), and Email Address* (text input: 'siuming.chan@gmail.com'). The 'Occupation & Education' section includes a dropdown for 'Occupation Level*' (selected: 'Student').

Occupation Sector*

Education

Occupation Sector Other

Education Level*

☐ Secondary up to 16 years ☒ Secondary 16 to 19 years ☐ Degree or equivalent ☐ Post graduate

Years Of English Study

9 years or more

Postal Address

Please note you will only be sent one copy of your results. Please ensure the correct mailing address is given, since your results may be sent to this address depending on your test centre.
Please enter your address below using English characters.

Country*

Hong Kong

Address Line 1*

Flat B, 5th Floor, ABCD Centre, 19 XXX Road, Hong Kong

Address Line 2

Address Line 3

Postal Code / ZIP*

na

If you do not have a Postal code / ZIP, enter 'na' in the Postal Code / ZIP

IDP Education Communication

Please indicate if you would like to receive information and newsletters from IDP Education

By Email*

☒ Yes ☐ No

By SMS*

☒ Yes ☐ No

User Information

This section will set up a user name and password for your account to enable you to log back into my IELTS Essentials.

Username*

slum006

Password*

Confirm Password*

[Cancel booking](#) [Register](#)

Read the Terms and Conditions, then check the box of “**I have read and agree to the Terms and Conditions**” to accept.

- Click “**Continue**”, the pop up screen will be closed
- Click “**Continue**” again to proceed

The screenshot shows a 'Terms and Conditions' window with a close button (X) in the top right corner. The main heading is 'IELTS Declaration'. Below it, there is a list of bullet points detailing the terms and conditions of the IELTS test, including information about the test's ownership, the candidate's agreement to the test, and the use of personal data. At the bottom, there is a checkbox for 'I have read and agree to the Terms and Conditions' and a 'Continue' button.

Terms and Conditions

IELTS Declaration

- I acknowledge that the IELTS test is jointly owned by British Council, IDP, IELTS Australia and Cambridge English Language Assessment referred to as the IELTS Test Partners.
- I certify that the information on this Application Form is complete, true and accurate.
- I understand that the personal data in my application is collected for the purposes of the IELTS test, and I consent for this data to be disclosed to, processed and stored by the IELTS Test Partners for the purpose of such administration. I further consent for this data, including, without limitation, test performance or score data and my test result to be disclosed by the IELTS Test Partners to those Recognising Organisations to which I apply and to governments (including visa processing authorities) for the purpose of allowing these organisations to verify my test result or to carry out enquiries in relation to suspected malpractice. If the IELTS Test Partners discover that a false or altered Test Report Form has been provided to any of these Recognising Organisations or government authorities I further consent that the IELTS Test Partners may inform the same and provide them with my personal data and any relevant details relating to the work I produce as part of my test taking, including, without limitation, test performance or score data.
- I understand that my personal data may be processed in an anonymous form by the IELTS Test Partners for statistical and research purposes. The IELTS Test Partners and the centre administering the test confirm that they will not disclose personal information about candidates to others except as stated in this Declaration or to the extent permitted by law.
- I understand that I may view a copy of my personal data contained in the Application Form by contacting webhelp@cambridgeenglish.org. I understand that a fee will be charged for access to this information.
- I understand that if I want a copy of my finger scan it can only be provided as a Binary Large Object (BLOB) and the request must be made to webhelp@ids.com or webhelp@ids.com. I understand a fee will be charged for access to this information.
- I understand that if the details on this form are not completed my application may not be processed. I further understand that completing and submitting this Application Form does not guarantee enrolment on my preferred test date or at my preferred test location. I understand that my enrolment will be confirmed in writing from the test centre.
- I understand that any personal data collected during the identity verification process by the centre either at test registration or on test day will be processed and securely stored by the IELTS Test Partners for the purpose of the IELTS test. I acknowledge that the photograph taken of me by the centre will be provided to any Recognising Organisations or government authorities (including visa processing authorities) to which I apply for the purposes of allowing these organisations to verify my test results or to carry out enquiries in relation to possible malpractice or test integrity issues. I understand that where finger-scan data is obtained it will not be disclosed to any entity except the IELTS Test Partners.
- I understand that I will have my photograph taken by the test centre to allow the Test Report Form to be released. If I have not had my photograph taken by the test centre no result will be issued.
- I acknowledge that I have read the IELTS Notice to Candidates contained on page 1 of this document and agree to abide by the rules and regulations contained therein.
- I understand there may be local terms and conditions I must comply with and that the test centre will provide details of these on request.
- I understand that I must attend all four test components in order to receive an IELTS test result.

The screenshot shows an 'Acknowledgement' window. It contains a list of bullet points detailing the terms and conditions of the IELTS test, including information about the test's ownership, the candidate's agreement to the test, and the use of personal data. At the bottom, there is a checkbox for 'I have read and agree to the Terms and Conditions' and a 'Continue' button.

Organisations has been altered in any way, your original test result may be cancelled.

- Candidates are not permitted access to the work they produce in the IELTS test.

Cancelling your IELTS test or requesting a transfer

- If you cancel your test or request a transfer five weeks or more before the test date, the test centre will charge an administration fee of up to 25% of the total test fee.
- If you cancel your test within five weeks of the test date for any reason apart from medical ones, you will not be eligible to receive a refund. If you cancel your test or request a transfer within five weeks of the test date for medical reasons, you must provide supporting medical evidence within five working days of the test date. Only evidence of serious illness will be considered. Only original medical certificates will be accepted and must state inability to appear for the test on the scheduled test date.

How IELTS uses your information

- The IELTS Test Partners recognise and support the right of genuine IELTS test candidates to privacy.
- When you provide your identity information the IELTS Test Partners link that information to your IELTS test and test result on the Test Report Form. This enables you to submit your Test Report Form to Recognising Organisations and for them to verify your result.
- Test Report Forms will only be sent to those Recognising Organisations nominated by the candidate in their application or at the request of the candidate after the issue of results. When a candidate submits a Test Report Form to a Recognising Organisation they consent to the verification of the result by that organisation.
- The IELTS Test Partners or their authorised representatives may share candidate personal data including without limitation test performance or score data or photographs taken by the IELTS test centre with educational institutions, governments (including visa processing authorities), professional bodies and commercial organisations that recognise IELTS scores (Recognising Organisations) or law enforcement agencies and appropriate regulatory authorities where required for verification purposes or other purposes to protect the IELTS test and its stakeholders against any form of malpractice. Finger-scan data, where obtained, will not be disclosed to any entity except the IELTS Test Partners.
- The IELTS Test Partners will retain work produced by candidates in the IELTS test and may use it for quality control purposes and for investigations into suspected malpractice. Test score data and test responses, in an anonymous form, may also be used for informational, research, statistical or training purposes.

Acknowledgement

I understand and acknowledge that completion of this Application & Payment Form does not guarantee that I will be enrolled in a test.

I have read and understand IELTS Australia's Privacy Policy

☒ I have read and agree to the Terms and Conditions.

Cancel **Continue >**

Fill in the Application Form

The screenshot shows the IELTS IDP application form. At the top, there are logos for IDP education and IELTS, along with the text "More people go more places with IELTS". Below this is a progress bar with five steps: 1. Select a Test Date, 2. Candidate Details (highlighted in blue), 3. Application Details, 4. Recognising Organisations, and 5. Booking Summary. A timer indicates "00:00:30 Time left to complete booking".

My Application

Which country are you applying to/intending to go to?*

Australia

Why are you taking the test?*

Higher education extended course (three months or more)

Have you previously taken IELTS (either Academic or General Training) before?*

Yes ☐ No ☒

Where are you currently studying English?

ABC Learning Centre

Identification Document

You must add an ID document that you will be using as proof of identification. It is preferable that candidates attach a copy of a current passport.
In certain regions a National Identity Card may be used but please check with your test centre if you are unsure. You must bring the ID document indicated below to the test.
This is the only form of identification that will be accepted on the test day and it must be valid/not expired on the test day.

To add the identification number:

- enter your Hong Kong ID or Passport Number
- enter Expiry Date (If applicable)
- Scan the identification document (HKID card or Passport) into your Computer

Click "Browse" to locate the saved image of the document
Then Click "Upload Document"

This section is titled "Type*" and has two radio buttons: "Passport" (selected) and "National Identity Card". Below this is a "Number*" field containing "A 123456(7)".

Please upload a copy of your national identity card ensuring both your photo and signature are visible.

Please note you can only attach one document so if your photo and signature are on separate pages, please insert both items into a single word or PDF document.

The photo must be legible and meet our format guidelines:
Dimensions: at least 800x700 pixels
Size: less than 1.5MB
File Formats: tiff, jpg, doc, docx, pdf, png, gif, jpeg

Below the text is a sample image of a Hong Kong Identity Card. The card displays the following information: 李智雄 (LEE, CHI MAN), ID Number 2621 2533 5174, Date of Birth 23-03-1968, Sex M, and Expiry Date 15-09-03. The card also features a photo and a signature.

At the bottom, there is a "File*" field with a "Browse..." button. Below this are two buttons: "Cancel booking" and "Continue".

Step 10

If you would like to send your IELTS results to the recognising organisation:
Click “Add”

- select organisation from the drop-down list
- enter the name of the contact person, if required
- enter a case/file number, if appropriate
- click “**Save**” button

The screenshot shows the IELTS booking interface. At the top left is the IDP Education logo and the IELTS logo. To the right, it says "More people go more places with IELTS". Below this is a progress bar with five steps: 1. Select a Test Date, 2. Candidate Details, 3. Application Details, 4. Recognising Organisations (currently active), and 5. Booking Summary. A language dropdown menu shows "English". A timer indicates "0h 2m 24s Time left to complete booking".

[Optional] Send my results

You can request for copies of your results to be sent directly to academic institutions / government agencies / professional bodies / employers.

Results may be sent either electronically or by post to these organisations. The centre may charge a postal fee for results sent internationally or by courier. The Test Report Form will not be sent to migration or education agents.

Please note that organisations you have listed below may access your results before you have received them by mail.

Note: You may add up to 5 recognising organisations for this application.

Recognising Organisation + Add

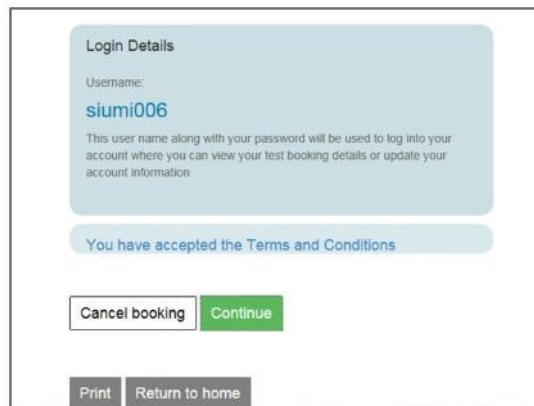
Cancel booking Continue

Step 11

View the booking summary page. If necessary, you are able to edit the information entered by selecting the links in the Booking Wizard steps on the left side.



Before you can continue you will need to read the Terms & Conditions by clicking on the **"Click here to read and agree to the Terms and Conditions"** link

The screenshot shows a login details section. It has a light blue background. The text "Login Details" is at the top. Below it, "Username:" is followed by "siumi006". A note states: "This user name along with your password will be used to log into your account where you can view your test booking details or update your account information". Below this, a blue button says "You have accepted the Terms and Conditions". At the bottom, there are two buttons: "Cancel booking" and "Continue". At the very bottom, there are two small buttons: "Print" and "Return to home".

Select “**Pay Offline**” to continue to the payment wizard and complete the booking.



The screenshot shows the IDP IELTS payment interface. At the top, there are logos for IDP and IELTS, and a language selector set to English. Below this is a 'Return to Booking' link. The main section is titled 'Begin Payment'. Inside this section, there is a 'Payment Details' box. This box contains the following information: 'Payment Amount (HKD)' is \$2,200.00, and 'Description' is 'Booking Fee for IELTS Test [ref. 38618048]'. Below the description, it says 'Payment options:'. At the bottom left of the 'Payment Details' box, there is a button labeled 'Pay offline', which is circled in red. To the right of the 'Payment Details' box, there are two buttons: 'Return to Candidate Details' and 'Pay now'.

Important: Remember to select ‘**Pay offline**’ at the end. DO NOT click “Pay Now”. The test fee should be paid to the University first and so you do not have to pay to IDP through this system. Your data will be erased completely if you don’t do that.

If your registration is successful, you’ll receive a confirmation email within 3 days afterwards. If you have any problems. As for the email with details of the exam (e.g. venue, time, etc), it will only be sent to you 3-4 days before the examination day.

Acknowledgement

- A payment confirmation email will be sent to your nominated email address. Your application will be verified. You will be contacted by the test centre staff if there is any issue on the application.

Please contact the test centre at 2179 3600 if you have questions about the online booking.

