

## Online registration procedures – IELTS test

### Step 1

- Click registration 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

December 2022							January 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				

Legend: ■ Seats Available ■ Seats Filling Quickly ■ Low Availability ■ Tests Not Available ■ Selected Date

#### Selected Test Session Summary

Saturday 10th Dec 2022  
Listening, Reading & Writing  
The Hong Kong Polytechnic University  
Academic - IELTS  
paper-delivered 

This session is only for the First 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. The payment status will be changed from "Awaiting Payment" to "Paid" once your record is verified within a week. Please arrange the test fee to the University directly according to the instructions on Office of Undergraduate Studies (OUS).

HKD \$1,495.00 [Continue](#)

- Click “Seats Available” and continue

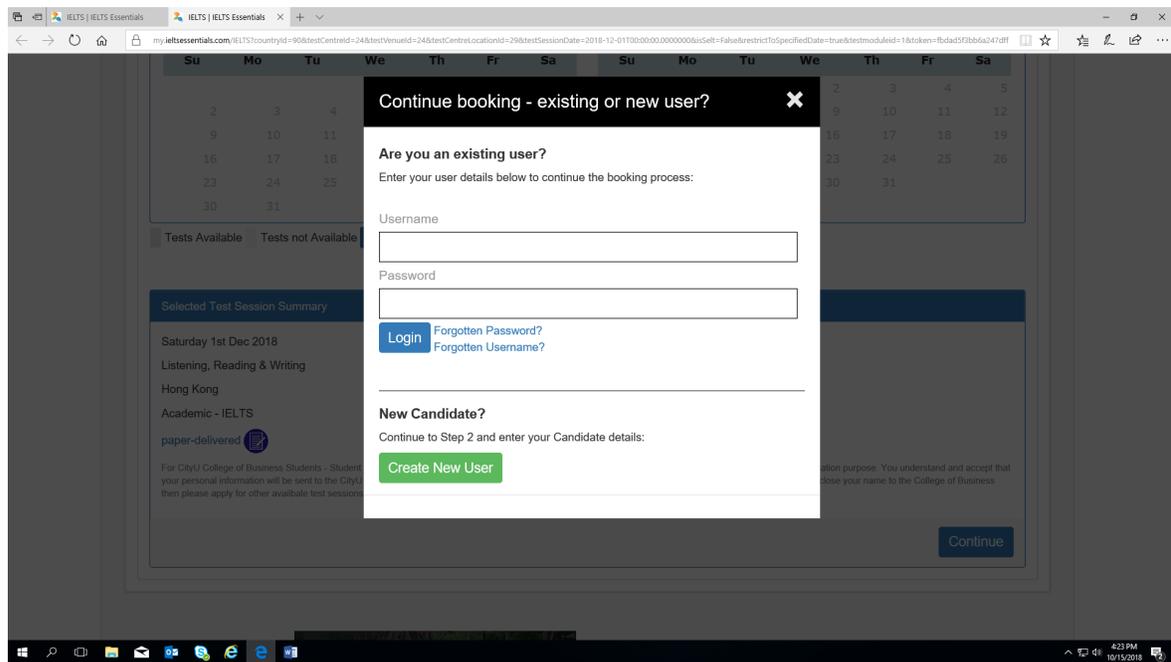
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## Step 2

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**”



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## 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 IELTS registration interface. At the top, there is the IDP Education logo and the IELTS logo. A progress bar indicates the current step is 'Candidate Details'. Below the progress bar, the 'Candidate details' section is titled. Under 'Personal Information', there is 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 includes fields for Title (with radio buttons for Dr, Mr, Mrs, Miss, Ms), Given Name (filled with 'Siu Ming'), Family Name (filled with 'Chan'), Gender (with radio buttons for Male, Female), and Date Of Birth (filled with '31 Dec 1995').

The screenshot shows the 'Contact Details' and 'Occupation & Education' sections of the registration form. The 'Contact Details' section includes a dropdown for 'Hong Kong', a dropdown for 'First Language' set to 'Chinese', and text input fields for 'Telephone' (12345678), 'Mobile' (87654321), and 'Email Address' (siuming.chan@gmail.com). The 'Occupation & Education' section includes a dropdown for 'Occupation Level' set to 'Student'.

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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

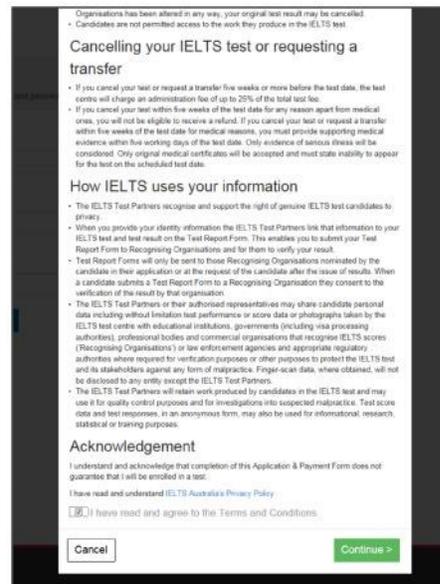
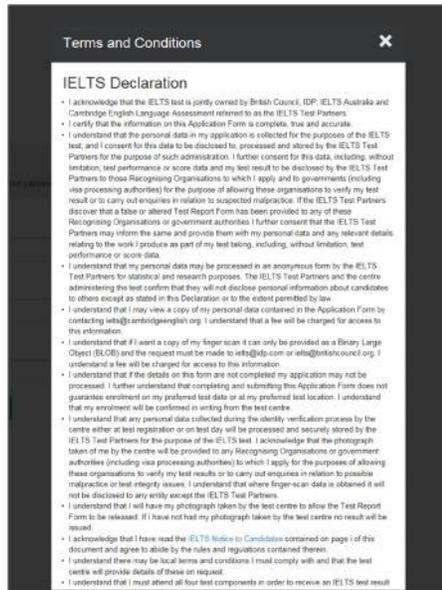
Password\*  
\*\*\*\*\*

Confirm Password\*  
\*\*\*\*\*

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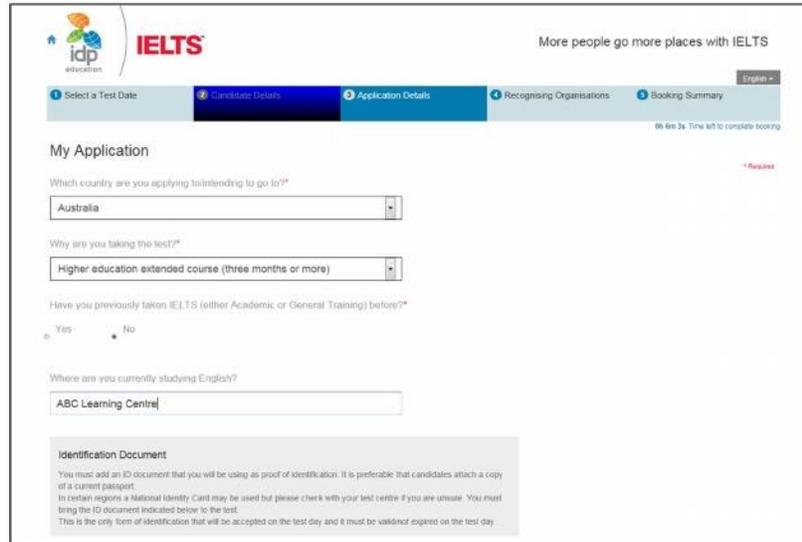
Read the Terms and Conditions, then check the box of “I have read and agree to the Terms and Conditions” to accept.

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



# Online registration procedures – IELTS test

Fill in the Application Form



The screenshot shows the IELTS registration application form. At the top, there is the IDP Education logo and the IELTS logo. The page title is "More people go more places with IELTS". The navigation bar includes "Select a Test Date", "Candidate Details", "Application Details", "Recognising Organisations", and "Booking Summary". The "Application Details" section is active, showing "My Application". The form includes the following fields and options:

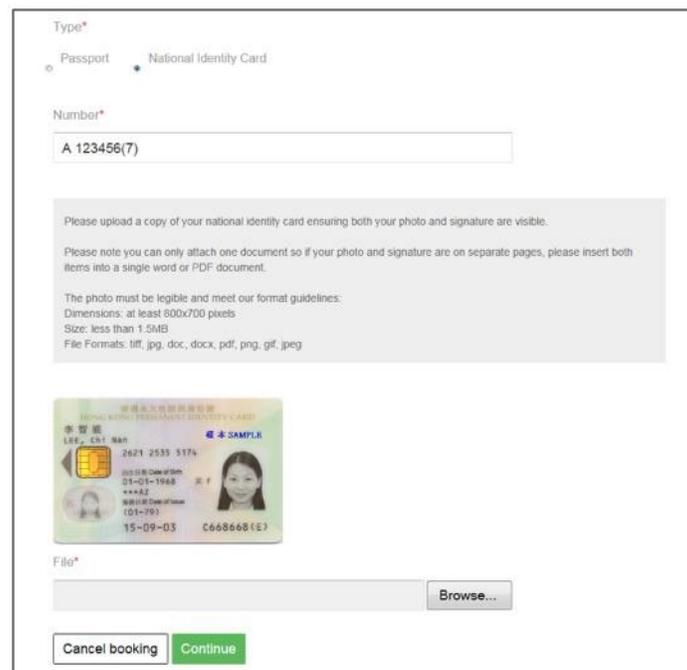
- Which country are you applying to/intending to go to? (Dropdown menu: Australia)
- Why are you taking the test? (Dropdown menu: Higher education extended course (three months or more))
- Have you previously taken IELTS (either Academic or General Training) before? (Radio buttons: Yes, No)
- Where are you currently studying English? (Text input: ABC Learning Centre)

Below the form is the "Identification Document" section, which states: "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"



The screenshot shows the identification document upload form. It includes the following fields and options:

- Type\* (Radio buttons: Passport, National Identity Card)
- Number\* (Text input: A 123456(7))
- Instructions: "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"
- Image: A sample Hong Kong Identity Card (HKID) is shown.
- File\* (Text input field with a "Browse..." button)
- Buttons: "Cancel booking" and "Continue"

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### Step 4

If you would like to send your IELTS results to the recognizing 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 registration 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" and "English" with a dropdown arrow. Below this is a progress bar with five steps: 1. Select a Test Date, 2. Candidate Details, 3. Application Details, 4. Recognising Organisations (the current step), and 5. Booking Summary. A timer indicates "0h 2m 24s Time left to complete booking".

The main content area is titled "[Optional] Send my results". It contains the following text:

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.

Below the text is a table with one row and one column. The column header is "Recognising Organisation". To the right of the table is a "+ Add" button.

At the bottom of the form are two buttons: "Cancel booking" and "Continue".

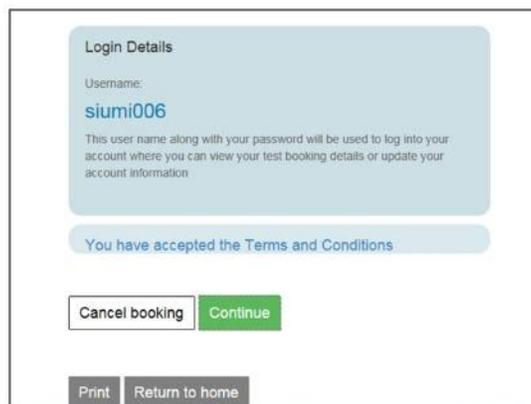
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### Step 5

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.



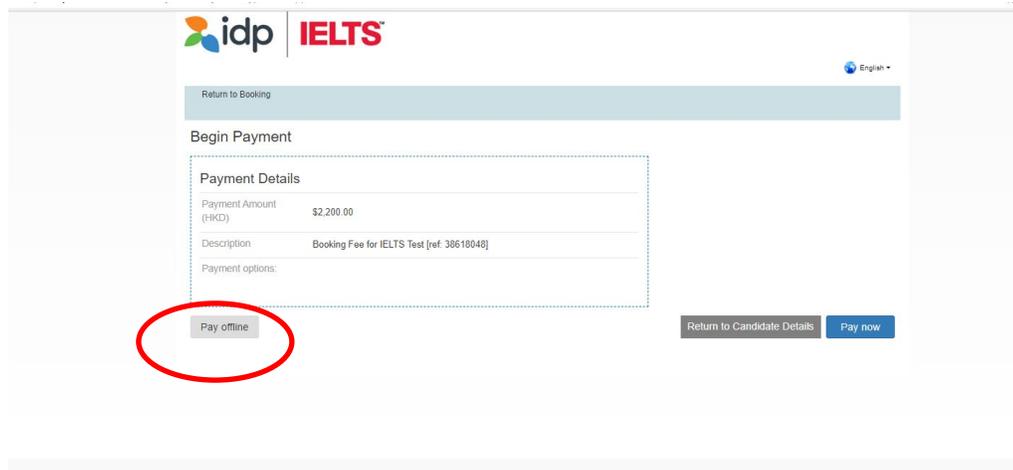
Before you can continue you will need to read the Terms & Conditions by clicking on the **“Click here to read and agree to the Terms and Conditions”** link



The screenshot shows a login details section. It has a heading "Login Details" and a "Username:" label followed by the text "siumi006". Below this is a note: "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". There is a blue button that 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 more buttons: "Print" and "Return to home".

## Online registration procedures – IELTS test

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



The screenshot displays the IDP IELTS payment interface. At the top, the IDP and IELTS logos are visible. Below them, a 'Return to Booking' link is present. The main heading is 'Begin Payment'. A 'Payment Details' box contains the following information:

Payment Amount (HKD)	\$2,200.00
Description	Booking Fee for IELTS Test [ref: 38618048]
Payment options:	

At the bottom of the page, there are two buttons: 'Pay offline' (highlighted with a red circle) 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 from IDP within 3 days afterwards. OUS will vet applicants’ eligibility and send an email asking for completion of consent form and arrangements for online credit card payment of the test fee (HK\$1,495). For the email with details of the exam (e.g. venue, time, etc.), IDP will send to you 5-7 days before the examination day.

### Acknowledgement

Your application will be verified and you will be contacted by OUS staff if there is any issue on the application.

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