

IELTS TEST LOCATION:
Strayer University, Arlington campus
2121 15th Street North
Arlington, VA 22201
(Right above the Court House Metro Station)

IELTS Offices (NOT the test location):
Inlingua Washington, DC
1901 N. Moore St.
Arlington, VA 22209
Do not come to Inlingua on Test Day!

IELTS Test check in begins at 7:50am and the doors close at 8:30am. Please plan to arrive by 7:45am.

Please understand that you may have problems with traffic--plan to arrive early, so that check-in can begin promptly at 7:50am.

Anyone arriving after 8:30am will NOT be admitted – the doors close at 8:30am.

Please have your passport with you upon arrival. You will need to bring your VALID (not expired) PASSPORT to be admitted to the test. If you do not bring your VALID PASSPORT on the day of the test you cannot take the test and will not receive a refund.

Your writing, reading, and listening exam will start at 9:00am and end around 12:30PM .

However, please make parking arrangements that allow you to park legally until at least 1pm.

Candidates who are late or not approved for transfer (see below) will not receive a refund.

[Click here for some important test day information about bathrooms, clothing, water bottles, etc.](#)

Your speaking exam will be between 12:45PM and 7:05PM. A list of interview times will be available on the day of the exam. Please be present for your speaking exam at least 30 minutes before your interview time. If you are late for your interview, you will be counted as absent.

TEST SCHEDULE

Doors open for candidates at 7:50 and CLOSE at 8:30--no exceptions.

7:50am - 8:45am – 3RD Floor - Belongings Check-in and Photo Registration Process: Please find your candidate number and color on the board in front of the elevators on the 3rd floor. Use the restroom immediately. Form a line near the entrance to Room 309. Turn the power of your cell phone off and have your passport ready. After checking in and having your photo taken, we will guide you to the waiting room and you will be taken with your color group to the test rooms at 9:00.

9:00 am - Test Begins (though NO new arrivals will be admitted after the doors close at 8:30am).

Listening Test (40 Minutes)

Reading Test (60 Minutes)

Writing Test (60 minutes)

The morning portion of the exam will end around 12:00 to 12:30pm

(Parking: Please arrange to park legally until around 1pm. See further Parking info below.)

--Break--

12:45 - 7:05pm - Speaking Test (Interviews)

HOW TO CHECK IN FOR YOUR EXAM

Check-in process:

Step 1: Show your valid passport to our security staff at the front entrance (no valid passport=no test; also, if you are not on the list, you cannot take the test--please contact our administrative team at ielts@inlinguaenglish.edu).

Step 2: Take elevator to the 3rd floor.

Step 3: Find your name and color code on the roster and proceed to Room 309. Go to bathroom at this time if necessary. Once you begin step 4, you are not allowed to return to the bathroom for any reason until the designated time during the exam.

Step 4: Leave all your belongings (e.g, jackets, bags, wallet, cell phone, keys, loose change, headphones, pens and pencils, tissues, etc) at the Belongings Check-In in Room 309 and collect a number token that you will bring at the end of the test to collect your belongings. While waiting in line, please check your speaking time on the wall. (You can also find your speaking time on your desk label at your seat inside your exam room.)

Step 5: Proceed to computer check in to have your finger scanned and photo taken and then proceed to the waiting room.

PERSONAL ITEMS

There is a secure storage room at Strayer University, and one of our staff will be in the room at all times.

HOWEVER, please do not bring any valuables such as laptops, iPads, cell phones, electronic devices or any other items of value as we will not be responsible for the security of your personal items.

We will collect ALL personal belongings before the morning exam AND again before the Speaking exam in the afternoon. Please bring only the minimum necessary items, as IELTS is not responsible for any loss.

PASSPORT

Candidates are required to show their passport at Registration and throughout the day. Candidates who do not bring their passport or whose passport is expired WILL NOT be permitted to TAKE the test.

You must bring the same passport you used for registration. If you bring a different passport, you will NOT be allowed to take the test.

TRANSFER OR CANCEL AN EXAM

If a candidate wants to transfer or cancel an exam, a minimum of 5 week's notice must be given; otherwise the full fee is forfeited. There are no refunds for postponements or cancellations less than 5 weeks prior to the test date, with the exceptions of documented emergencies.

Candidates who elect to cancel their registration more than 5 weeks prior to the test date will receive a refund of 75% of the test fee (\$235): $\$235 \times 75\% = \176.25 .

Candidates may transfer test dates if they notify the test center more than 5 weeks prior to the elected test date. The candidate will be charged an administrative fee (\$58.75).

Candidates who miss a test for one of the following documented reasons may be transferred (rescheduled) to another test date or receive a refund:

- The candidate's own medical emergency (submit documentation from a doctor or the hospital directly related to the test date).
- An emergency involving the police on the date of the test, such as a fire, break in, traffic accident (submit a police report that includes the name of the candidate)
- The funeral of an immediate family member, namely, father, mother, sister, brother, spouse, or child (submit the death certificate)

Please submit your documentation to the manager at: jholsing@inlinguaenglish.edu within 5 days of the test to be considered for a transfer of the exam fee to a future test date.

TEST MODULE

- If you are a registered nurse, medical technician, applying for visa screen for CGFNS / ICHP, or a veterinarian, you are required to take the ACADEMIC (not the general training) module of the IELTS exam. It is candidate's responsibility to find out which test module he/she needs to register for.
- Please dress according to the weather! You are not permitted to bring purses, bags, phones, recording devices, any electronic devices, food or other items into the test room—NO EXCEPTIONS. Coats and jackets are only permitted with the Test Day Supervisor's approval and will be inspected prior to entering the exam. Candidates are advised to bring nothing with them to the test other than passport, and a clear water bottle **without a label**. The center is not responsible for lost or stolen items.

IELTS OFFICE HOURS at inlingua Washington DC:

Monday - CLOSED

Tuesday to Friday - 10am to 5pm

(*Note: Some basic IELTS-related services, such as processing a payment or picking up results, may be available at the Front Desk at Inlingua Washington DC on Mondays, though full IELTS office services are only available on Tuesday through Friday.)

USEFUL LINKS

- To order test practice materials, print out the payment authorization form, fill it out, and email to our center:
http://inlinguaenglish.edu/wp-content/themes/corporateInlingua/w_images/frameset/Official%20Payment%20Authorization%20Form_November2016.pdf
- Please click on this link for more info: <http://www.ielts.org/default.aspx>

THE TEST RESULTS

Your copy: Test Report Forms (TRFs) are put in the mail on the 13th day after the test.

Picking up Test Report Forms (TRFs): On the test date, there will be a sign up form for those who choose to pick up their TRFs on the issuing date after 11am at Inlingua English Center.

Address for picking up results: 1901 N. Moore St, Suite LL-01, Arlington, VA 22209.

Phone: (703) 294-6012; Email: ielts@inlinguaenglish.edu

Office Hours: Monday-Thursday 8:30am-6:00pm, Friday 8:30-5:00pm

Note: If you want someone to pick up your results for you, please email us the name of the person you are authorizing. They will need to show their identification when they arrive.

Important: Candidates will receive only ONE copy of their Test Report Form (TRF). This is a very valuable document and it is recommended that candidates take due care in keeping their TRF secure. **It can not be replaced** - please do not send your own test report to a university or other institutions.

Institution copies: You can request Inlingua to send an official copy of your TRF directly to the institutions of your choice. We will send up to five copies to institutions for free within 30 days of your test date. If you need more copies to be sent to the institutions, they are \$10 each. You can indicate on your application form the address of the receiving institutions before you take the test. If you decide to send your results to additional institutions, simply email ielts@inlinguaenglish.edu with your candidate information, the institution's complete address, and payment information.

Online preview of results: To preview your IELTS test result online, complete all fields (as they appear on this top portion of this confirmation email) at <https://results.ielts.org>

- Given / Other Name(s) – in capital letters
- Family Name - in capital letters
- Passport Number
- Spaces that appear in your application will need to be entered as spaces, e.g.:
- Given / Other Name(s): John[space]A[space]F
- Passport Number: GB[space]7654398

The name fields are case sensitive. Your name must be typed in all CAPITAL letters, as it appears in your Confirmation email and your desk label from the test day.

You will then select their date of birth and the test date. These should be in DD/MM/YYYY format.

The preview of your IELTS result is usually available online 13 days after your test date (though may be delayed by 24-48 hours), and will remain available for 28 days thereafter. Your official Test Report Form will be mailed to you 13 days after the test. (Disclaimer: The online preview of your test result may not be used as an official score report. IELTS International, the test center and the IELTS Partners give no guarantee as to the accuracy of the preview result, and will not accept any responsibility for an inaccurate score. IELTS International, the test center and the IELTS Partners will not accept any responsibility in the event that your result fails to display, whether due to technical fault or administrative procedures.

If a candidate is not satisfied with his/her score a procedure exists, which allows you to have your scores re-checked by the Senior Examiner whose decision is final. You need to make a request for re-marking of your scores via your Test Center's IELTS Administrator. We need to receive all documents and payment for the appeal within 6 weeks of the test date. Contact your administrator for more details.

IELTS RULES AND REGULATIONS

You must:

- Provide proof of your identity (valid passport) every examination session. It is the responsibility of the candidate to prove their identity.
- Have nothing but your passport on your desk—we will provide you with pencils and erasers.
- Ensure the power is turned off for any mobile phones and other electronic devices and placed with personal belongings in the area designated by the supervisor. Any candidate who does not switch off their phone/pager, or who retains one in their possession, will be disqualified.

- Notify the test invigilator immediately if test day conditions in any way impede your performance.

You must NOT:

- Attempt to cheat, copy the work of another candidate or disrupt the test.
- Use, or attempt to use, a dictionary, pager, spell-checker, electronic recorder or mobile phone for the duration of the test. Any candidate doing so will be disqualified.
- Talk to or disturb other candidates once the examination has started.
- Smoke, eat, or drink in the examination room.
- Reproduce any part of the test in any format/medium. Any candidate doing so will have their test results disqualified and be liable to prosecution.
- Remove any materials used during the examination. This includes, but is not limited to, examination papers, answer papers, and working paper.
- If you are caught infringing on any of the candidate rules and regulations your test result will be disqualified and notification of your disqualification will be sent to any receiving institution or professional body.

ADVICE AND INFORMATION

- In the afternoon, please come 30 minutes before your scheduled interview time.
- Take into the test room **only** your valid and original passport for the examination (you may bring a bottle of water with NO label).
- Correction fluid (e.g., White Out) must not be used.
- You may not lend anything to, or borrow anything from, another candidate during the test.
- Tell the supervisor or invigilator at once if you think you have not been given the right question paper, or if the question paper is incomplete or illegible.
- Listen to the supervisor and do what you are asked to do.
- You may not ask for, and will not be given, any explanation of the questions.
- Read carefully and follow the instructions printed on the question paper.
- If you are in doubt about what you should do, raise your hand to attract attention. The invigilator will come to assist you.
- If on the day of the test you feel that your work may be affected by ill health or any other reason, you must inform the invigilator at that time.
- You may not leave the test room without the permission of the supervisor or invigilator.
- You cannot leave your seat until all papers have been collected and you have been told you can leave.
- When you leave the examination room, you must leave behind the question paper, your answer paper, any paper used for rough work clearly crossed through, and any other materials provided for the test.
- Do not make any noise near the examination room.
- Should you need further information, please go to: <http://ielts.org/pdf/IELTS%20Information%20for%20Candidates%202014.pdf>

HOTEL AND AIRPORT INFORMATION

- The closest hotel is Holiday Inn. This hotel is within walking distance.
- The closest airport is Ronald Reagan National Airport. Then, you can take a metro to go to Rosslyn (orange or blue line).

PARKING

There are two primary options for parking:

- 1) There are a variety of paid parking garages in the area around the test venue.
- 2) There is a large public parking lot in front of the test venue where you can pay using a credit card or the Parkmobile App.

Make sure your parking is paid until at least 1pm. (Note: the public parking lot only requires payment until 12:00pm on Saturdays and is free after that.)

For a Google Map of nearby paid parking garages, click here:

<https://goo.gl/xolumJ>