

**IELTS Centre ID 017**  
**IDP Pondok Indah**  
**IELTS Information for Candidates**



Dear IELTS Candidate,

Thank you for registering for your IELTS Test at **IDP Yogyakarta** - ID017- IDP Pondok Indah IELTS Test Centre. Please find below some important requirements about the test.

1. The venue of the test is: **Lembaga Bahasa USD, located in LPPM building Universitas Sanata Dharma, in front of Auditorium Driyarkara, jalan Afandi/jalan Gejayan, Yogyakarta.** (Map is provided at the opposite page).
2. If you're registered for test at IDP Yogyakarta, you must come to LPPM building to take your photo and scan your finger **in the test day at 8 AM at room Batam II, on the 2<sup>nd</sup> floor.** After registration, you will be separated to test in Mentawai or Sumbawa room.
3. All Candidates must arrive at the test location between **08.00-8.30 am.** The IELTS Test will commence at **09.00 am.** If you arrive **late** at the venue on the day of the test, you **will not** be admitted to sit the test and you **will not** be eligible for a refund or transfer.
4. You must bring your **ORIGINAL ID Card** (must be the same ID card as you registered) and **you must use HB type pencils**, eraser, pencil sharpener. **If you could not present your original ID card or the same ID card, you will not be allowed to take the IELTS Test.**
5. No other belongings (mobile phone, bag, wallet, book, electronic devices, etc) will be allowed in the test room, all belongings must be stored in the storage room we provided.
6. 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 USD 30.
7. If you cancel your test within five weeks of the test date for any reason apart from the medical one, you will not be eligible to receive the refund. If you cancel or request a transfer for medical reasons, you must provide supporting medical evidence within five working days. 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.
8. IELTS Test Results (TRF = Test Report Form) may be obtained **13 days** after the test date at the test centre (IDP South Jakarta). **For candidates who tested in offsite (IDP Yogyakarta), the result may be obtained 13 days to 16 days after the test date (please call to ask).** In exceptional circumstance, due to public holiday or if any of the IELTS test partners deem it necessary to review any matter associated with the test result, the result may be issued more than 13 days after the test.
9. You can check your IELTS Result online by visiting the website: <https://results.ielts.org/>. Your IELTS Result is usually available on-line 13 days after your test date and will remain available for 28 days thereafter.
10. An IELTS Candidate will receive only one original TRF. The test centre is not permitted to issue a replacement copy in the event of loss of damage. A candidate may request additional TRFs to be sent to an institution and it must be sent by the test centre. You may be charged for each additional TRF. Courier fees will be charged for TRFs sent either within Indonesia or overseas.
11. Please note that once the test is finished, the papers or the answers sheets cannot be shown to the candidate. The candidate can only see the result on the TRF or online result.
12. The IELTS Result can be re-marked. The candidate may apply one or more sections of the IELTS Result to be re-marked. Application for a re-mark is sent to IDP -IELTS Australia in Melbourne. Marking is done by a Senior IELTS Examiner. For the re-marking, requests must be made no more than 6 weeks after the test date. The re-marking fee is AUD 160. Results of the re-marked tests will be available after 6 weeks. If result is changed; the candidate will get a full refund of AUD 160. If there is no change then there is no refund. Results can only be changed upwards.
13. Before completing the registration, please read the Terms and Conditions on your [my.ieltsessentials.com](http://my.ieltsessentials.com) account.
14. For more tips and tools to help you prepare the test, please visit [www.ieltsessentials.com](http://www.ieltsessentials.com)

IDP would like to take this opportunity to wish you success in your IELTS Test.

PLEASE KEEP THIS INFORMATION SHEET UNTIL YOU RECEIVE YOUR TRF

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**LEMBAGA BAHASA UNIVERSITAS SANATA DHARMA**  
**LPPM Building, jalan Afandi, across Auditorium Driyarkara**

