VOCATIONAL REGISTRATION

TEST APPLICATION

ISLPR Victoria ABN 54 735 782 527

Complete ALL sections on this page. Use a blue or black pen. Print clearly in BLOCK CAPITALS.

NAME Family name | Given name (s) | Preferred name | Title

DATE OF BIRTH **GENDER** (Please Select) ☐ Male ✔ Female

ADDRESS **CONTACTS** Mobile

Home Phone

Email

FIRST LANGUAGE

PREVIOUS FAMILY NAME (if changed)

PRESENT ACTIVITY (e.g. working as a teacher aide at Smithtown High School)

TEST HISTORY Have you ever done an ISLPR test before? (Please tick) ✔ No ☐ Yes

If you ticked YES, please state when dd / mm / yyyy and where you did the test.

TEST REQUIRED **Please note the reference to part tests on the POLICY page.*

☐ Speaking ☐ Listening ☐ Reading ☐ Writing

PREFERRED WEEK FOR THE TEST: Week beginning* dd / mm / yyyy

Please state any days or hours that ***are not*** suitable for you during this week

*If we cannot arrange a test for you during this week, we will give you the closest possible date. Your chances of getting an appointment that suits you will be better if we receive your form and payment at least 14 days in advance.

VOCATIONAL FIELD Please state any Specialisation

RELEVANT ORGANISATION TO RECEIVE THE RESULTS (if any, please state)
We will send a copy of your statement of results to this organisation if your request us to do so.)

The information I have given on this form is correct. I have read and accept the ISLPR LANGUAGE SERVICES **POLICY AND CONDITIONS.**

Signature..... DWH...../...../.....
dd / mm / yyyy

OFFICE USE ONLY

ID Type & No.....Checked By.....

Fee r d...../...../.....

Cand.Advised...../.....email/letter/Fax/in person

Tester.....

Amont $.....

Tester.Advised...../.....email/letter/Fax/in person

Test Date...../...../.....

Payment By.....

Results entered d/base...../...../.....

Time.....

Postage Details ☐ **Priority Postage** ☐ **Domestic Express Postage** ☐ **International Express Postage**

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Policy

Acceptance of ISLPR: It is your responsibility to check whether the institution to which you are applying will accept the ISLPR and what conditions they set.
Part tests: You may take a part test (i.e. one, two or three skills) but if you plan to combine results from different testing systems (e.g. ISLPR and IELTS) or from ISLPR tests taken on different occasions, you should check with the institution whether they will accept combinations and what conditions they set. **NB:** Separate certificates will be issued for ISLPR tests conducted on different days. Results from different tests cannot be combined onto one certificate
Re- tests: If you wish to repeat a full test or to be re-tested in any skill(s), we recommend that you wait at least four weeks from the date of your previous test to allow your language level to develop.
Results: Results for tests conducted at our office are generally ready within five working days after the test. On or before the fifth working day, the statement of results will be posted to the mail address that you have written on the application form. If you wish to collect your results in person, you must tell our Administration Officer when you sit for your test. If you wish to make a special arrangement (e.g. a friend to collect the statement of results) you must discuss this with the Administration Officer
Life of results: We recommend that the results for any skill should be valid for 12 months from the date the skill was tested. Some institutions extend this to 24 months
Re- checks: If you are not satisfied with your results, you may apply for a re-check of one or more skills within four weeks of the test date. Re-check application forms with details are available from our Administration Officer
Feedback: Feedback is available if you wish to find out what is wrong with your English and what you should do to improve it.

CONDITIONS

- You must pay the fee when you submit the form. Please note that the fees below apply to tests conducted at our office.
- If you wish to cancel your test and you notify our Administration Officer no later than 4:30 pm seven business days before the booked test date (or, if the test date has not been finalised, seven business days before the Friday of the preferred week), the test fee will be refunded, less an administration charge of $80 (incl. GST). If you do not give seven business days advance notice, no refund will be given.
- If you wish to change the date or time of a booked test, notify our Administration Officer no later than 4:30 pm seven business days before the test date. If you do not give seven business days advance notice, you must pay an administration charge of $80 (incl. GST).
- If you cancel a test more than seven days before your test a small Pay Pal Administration fee of $10 will be deducted from your refund.
- If you arrive late for your test, you may be required to re-book and pay an administration charge of $80 (incl. GST).
- On your test day, you must present your passport. Other forms of identification may be acceptable under certain conditions (check your appointment letter). Your photograph will be taken at the time of the test and will be reproduced on your statement of results.
- You must sign that you have read and that you accept these conditions.

TO APPLY

Please submit this form, completed and signed, together with the test fee, to our Administration Officer. For payment in person at our office (see address and hours below), the preferred method is by Debit Card (EFTPOS) or credit card. You can also apply online on our webpage www.islpr.org and pay by PayPal or bank transfer (contact our office for details) or by credit card if you telephone our office on 03 9708 5640.

Postal address	in person (between 9:00 am and 4:30 pm Monday to Friday)	on-line
ISLPR Language Services	TBA	Visit our website
PO Box 441	Phone 0403954880	www.islprvic.org
Officer VI C 3809		

Test fees for applications received at our office from January 2018.

Application Fee	**Test fees**
Test of any 3 or 4 skills	**AUD $ 55.00 (incl. GST) per test**
Test of any 2 skills	AUD **$ 340.00** (incl. GST)
Test of Speaking, Listening or Reading only	AUD $ **250.00** (incl. GST)
Test of Writing only	AUD **$ 190.00** (incl. GST)

After our Administration Officer has received the form and payment, you will receive notification (by email if you have given us an email address) of the date and time of your test and other necessary information.

For further information, please contact our Administration Officer by mail or in person (addresses above), or
Phone 03 9708 5640 **Email** adminvic@islpr.org or go to www.islprvic.org