



## 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](http://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.

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

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

### Application Fee

**Test of any 3 or 4 skills**

**Test of any 2 skills**

**Test of Speaking, Listening or Reading only**

**Test of Writing only**

### Test fees

**AUD \$ 55.00 (incl. GST) per test**

**AUD \$ 340.00 (incl. GST)**

**AUD \$ 250.00 (incl. GST)**

**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](mailto:adminvic@islpr.org) or go to [www.islprvic.org](http://www.islprvic.org)