

IELTS Enquiry on Results Form

UNIVERSITY of CAMBRIDGE
ESOL Examinations

Notes for candidates on the submission of Enquiries on Results (EOR)

1. Enquiry on Results – the process by which candidates ask for their test scripts / tapes to be re-marked. This request is made after the test results have been released and is designed to ensure candidate performance has been accurately assessed.
2. Candidate wishing to request a re-mark of their results must complete the form below and forward it along with their original Test Report Form and payment to the IELTS Administrator at their test centre. All enquiries must be made within six weeks of the test date on the TRF.
3. Candidates can choose to have one or more test module /s re-marked.
4. The re-mark fee is UK Pound 60 per candidate for British Council Centres or **NRs. 8,500/- for IDP:IA Centres**. The full fee will be refunded by the candidate's test centre if a result is changed to a higher band score.
5. The re-mark of a candidate's work is done by trained clerical markers and Cambridge ESOL-appointed Examiners employed by British Council, or IDP:IA.
6. British Council / IDP:IA Head office will notify the candidate's test centre of the re-mark result within 6 weeks of the receipt of the candidate's exam materials. The candidate will receive an EOR feedback letter stating their final result status. Candidates should make all enquiries regarding the progress of their re-mark to their original test centre.

To be filled in by both candidate and local IELTS Administrator

Centre Name:		Centre Number:	
Candidate Name:		Candidate Number:	

Candidate's address:				
Please circle the module (s) to be remarked:	Listening	Reading	Writing	Speaking
Signature:				Date: / /

For office use only

Name (IELTS Administrator): _____

Signature (IELTS Administration): _____ Date: / /

Payment receipt no.: _____

Note: BANK DRAFT MUST BE DRAWN IN FAVOUR OF "IELTS NEPAL PROJECT", Payable at "KATHMANDU". The Re-marking fee may be accepted in Cash at the test centre office against an issue of an official receipt. If the candidate pays the fee in cash to anyone and does not take the official receipt from the test centre office for the fee paid in cash the Test Partner, Test Centre, Service Provider will not be responsible for the same. The fee may also be accepted by Credit Card at the test centre office, in which case the candidate may be required to pay a handling charge