

SCHEDULE

- 8: 20 am- 8:45am Check in
- 9: 00 am Test Begins *Late arrivals will not be admitted.*
- 9 : 05 – 9 : 45 am Listening Test (40 Minutes)
- 9 :50 - 10:50am Reading Test (60 Minutes)
- 11:00 - 12:00am Writing Test (60 minutes)
- 12:05 – 12:40pm Lunch Break
- 12: 45 – 6:45pm Oral Test (15-20mins)

The entrance door will be opened for you to check in for the official IELTS exam from 8:20AM to 8:45AM. Please make sure you bring your original and valid passport to take the test:
No Passport → No Test

HOW TO CHECK IN FOR YOUR EXAM CHECK IN TIME: FROM 8:20AM TO 8:45AM

**STEP 1: SHOW YOUR VALID PASSPORT TO OUR SECURITY STAFF
(NO VALID PASSPORT: NO TEST)**

**STEP 2: FOR SATURDAY EXAMS, TAKE ELEVATOR TO THE 2ND FLOOR.
FOR THURSDAY EXAMS, TAKE ELEVATOR TO THE 3RD FLOOR.**

**STEP 3: FIND YOUR COLOR CODE AND CANDIDATE NUMBER ON THE STAND,
RIGHT OUTSIDE OF THE ELEVATOR ON THE RELEVANT FLOOR.**

**STEP 4: GO TO THE TABLES ON YOUR RIGHT HAND SIDE TO CHECK IN WITH A
PROCTOR WHO HAS YOUR COLOR CODE.**

**STEP 5: GO TO BATHROOM IF NECESSARY. ONCE YOU COMPLETE STEP 6, YOU
ARE NOT ALLOWED TO STEP OUT OF YOUR WAITING ROOM FOR ANY
PURPOSES.**

**STEP 6: GO TO COMPUTER SYSTEMS (ON YOUR LEFT HAND SIDE) TO HAVE
FINGER SCANNED AND PHOTO TAKEN, THEN PROCEED TO AN ASSIGNED
WAITING ROOM.**

**STEP 7: IN THE WAITING ROOM, PLEASE CHECK YOUR SPEAKING TIME ON THE
BOARD. YOU CAN ALSO FIND YOUR SPEAKING TIME ON YOUR DESK LABEL IN
FRONT OF YOUR SEAT INSIDE YOUR EXAM ROOM.**

NOTE:

- 1. PLEASE DO NOT FORGET TO CORRECT YOUR MAILING ADDRESS (IF NECESSARY) WHEN YOU WAIT IN A WAITING ROOM FOR YOUR SPEAKING EXAM (IN THE AFTERNOON).** If you live in apartment units, please specify clearly your apartment numbers. If the mails of your test result forms are undeliverable due to incomplete or wrong mailing addresses, you will have to pay 15usd for us to resend it to you.
- 2. PLEASE EMAIL TO IELTS@INLINGUAENGLISH.EDU IF YOU WANT A PAYMENT RECEIPT.**
- 3. IF YOU WANT TO PICK YOUR TEST RESULT FORM UP AT THE IELTS OFFICE AT INLINGUA WASHINGTON DC SCHOOL, 1901 N. MOORE STREET, ARLINGTON, VA 22209:** Please make sure you sign up the Form named "Test Result Sign Up Form" which will be given to all candidates inside exam rooms, before the Writing Test starts.
- 4. FOR SPEAKING TEST, you are required to present at least 30minutes before your speaking time. You will learn your speaking time both inside your test room and the waiting room.**

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.
- Only have on your desk your passport. We will provide you with pencils and erasers.
- Ensure mobile phones and pagers are switched off 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 any of the candidates, 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

- Know the date, time and place of your test and arrive before the scheduled starting time.
- Please come 30 minutes before your scheduled interview time.
- Bring what you need. Leave anything which you do not need (not allowed) outside the test room.
- Take into the test room only your valid and original passport for the examination.
- 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 your assistance.
- 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 the 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.
- Do not make any noise near the examination room.
- Should you need further information, please go to: <http://inlinguaenglish.edu/wp-content/uploads/2015/01/IELTS-Information-for-Candidates-2015.pdf>

HOTEL & 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

Please visit our website for parking information:

Public Parking Garages - Court House

Name	Address	Hours of Operation	1 Hour	All Day	Monthly	Reserved		Mgmt.	Phone
						Monthly	Monthly		
One Courthouse Metro	2200 Wilson Blvd.	Mon - Fri 7am - 6pm	\$3.00	\$10.00	\$110.00	-		InterPark	703-465-7649
Courthouse Plaza	2100 Clarendon Blvd.	Mon - Fri 6:30am- 7pm Free parking after 5pm*	\$1.00	\$13.00	\$125.00	\$250.00		PMI	703-525-6128
1515 N Court House Rd.	1515 N Courthouse Rd.	Mon - Fri 6am - 11pm Sat 9:30am - 7:30pm Sun 11:30am - 5:30pm	\$5.00	\$10.00	\$120.00	\$220.00		Colonial	202-295-8200
Arlington Plaza (SRA)	2000 N 15th St.	Mon -Fri 7am - 6pm (\$6 flat rate)	\$6.00	\$6.00	\$120.00	-		PMI	202-785-9191
Courthouse Place	2000 14th St. N	Mon - Fri 7am - 7pm	\$4.00	\$8.00	\$110.00	-		Atlantic	202-466-5050
Army Navy Building	2300 Wilson Blvd.	Mon - Fri 6am - 12am Sat - 10am - 12am	\$5.00	\$10.00	\$120.00	\$240.00		Colonial	703-403-6943
Colonial Place	2101 Wilson Blvd.	Mon - Fri 7am - 10pm Sat 7am - 1:30am	\$5.00	\$10.00	\$120.00	\$240.00		Penn Parking	703-875-3140
Virginia Meter parking	1515 N Courthouse Rd.	Mon - Fri 8am - 6pm*** Sat 6am - Noon***	\$1.00**					Arlington County	703-228-6570 www.arlingtonva.us

* Free parking after 5pm (Open after hours)

PARKING METER GUIDE

<http://www.arlingtonva.us/Departments/EnvironmentalServices/dot/traffic/parking/meters.aspx>