IELTS Trial Testing Operational Checklists

Centre Post Test Checklist: Scanning & Uploading

☐ Check you have received the secure FTP folder link and can access the folder location before the Trial Test session

☐ Collate all completed answer sheets and split out by component and version

☐ Use your live IELTS scanning equipment to scan both sides of the answer sheets

☐ Check the scan copies are clear (all responses are included in the scan and are visible enough for marking)

☐ Save the scanned files as PDFs and name each file according to the naming convention: Trial Test Centre Number/Component/Version/Candidate Number Range/Total Number of Candidates

☐ Complete the candidate attendance register in excel format (use sequential numbers if you are running more than one session)

☐ Check that the attendance registers match the scanned answer sheets