IELTS Trial Testing FAQs

April 2023

1. **Can I order more Trial Test papers after the request deadline?**

No, unfortunately it is not possible to send additional papers after the request deadline. You can request permission to photocopy (stating the number of papers) by contacting [IELTSPretesting@CambridgeEnglish.org](mailto:IELTSPretesting@CambridgeEnglish.org)

1. **Can Trial Tests be taken on different days? For example, Listening on a Monday, Reading on a Tuesday and Writing on a Wednesday**

Yes, but please note that when scanning and returning scripts the results turnaround time for marking will only be counted from the date scripts are received by Cambridge. Test takers should be advised of when they are likely to receive their results based on this timeline.

1. **What is my Trial Test centre number? Is it the same as my IELTS centre number?**

Your Trial Test centre number is different to your live IELTS centre number, it is a four-digit number. Please contact your partner project team to confirm your Trial Test centre number.

1. **Will all Trial Test material arrive at the same time?**

Yes, materials should arrive at the same time as they are dispatched from Cambridge, however, customs may hold on to listening CDs longer than paper documents. Please be patient on arrival of materials and wait a few extra days for CDs to arrive in centre. If you do not receive your CDs and it is 48 hours before your Trial Test session, then please contact [IELTSPretesting@CambridgeEnglish.org](mailto:IELTSPretesting@CambridgeEnglish.org) and your partner representative immediately. Cambridge can then arrange to send a secure FTP file for listening test sessions.

1. **When do I receive my FTP link for uploading scanned scripts?**

This will be produced by Cambridge and sent to centres just before the start of the window. You will receive two emails. The first will contain the link to the secure Exavault FTP folder and the second will contain the password to access the folder. Please contact your partner project lead if you don’t receive your link.

1. **What materials can I expect to receive in my despatch from Cambridge ahead of the Trial Test window?**

You should receive the following materials in your despatch:

* Cover letter
* Question Papers
* Answer Sheets
* CDs
* Feedback Form
* Candidate Register
* Return Labels

1. **Do centres need approval from Cambridge before opening the question booklets?​**

Centres do not need approval from Cambridge to open the question booklet packs prior to a session to ensure they have enough materials to deliver their sessions.​

1. **If approval is not required should the centre keep a log of papers in secure storage and used papers for each session?**

Centres must follow the protocol for material movement or opening materials prior to a session. Two staff must be present to oversee the materials and their movement, ensure double counting is complete and materials are logged on the stock control documents in place for trial testing.

* Log out papers from CMR/secure storage area and check the ISCD sheet (Record Sheet of live test materials)
* Two members of exams staff to check materials and number of QP needed for each module for Trial Testing
* If other QP packs need to be opened these must be opened, double counted by two members of the team, necessary papers for session delivery removed and double counted.
* Materials for the test session must be packed in a sealed envelope with centre stamp over the seal and both signatures from the two staff members with number of QP papers.
* Remaining QP must be re-sealed in original packaging with centre stamp and two signatures over the seal. The materials must be placed back in the CMR/Secure Storage room under two-tier locking.
* ISCD documents must be updated with current materials in the CMR/Secure Storage area.

1. **When do we return materials after the session to Cambridge?**

If you are returning your completed test session answer sheets by scanning and uploading, then no materials need to be physically returned to Cambridge. Please retain all other materials and original answer sheets in centre. Once results have been received and issued to test takers you can securely destroy all Trial Test materials. Please ensure you follow standard IELTS destruction of secure materials and ensure that details are logged on stock control documents.

1. **Are Trial Tests the same as live IELTS tests?**

Yes, but the timings may differ. Listening and Reading may have additional items.

1. **When can I expect to receive my scores from Cambridge?**

Cambridge will begin marking and scores processing as soon as all materials are uploaded to the secure FTP folder. Scores will be sent to centres via email within three weeks of receipt. However, if the candidate attendance register is not provided, if any scans are unclear, if materials are uploaded to the wrong location or in the incorrect format (as a photo instead of a PDF file) then Cambridge will request a re-scan or re-upload of materials which will delay the processing time.

1. **How will I receive my scores?**

Scores will be sent to the centre contact email address via email in an Excel format. Instructions on how to distribute scores to your test takers are included in Appendix D in the Trial Testing Delivery Handbook

1. **What do my scores mean?**

The scores you get on a Trial Test give you an idea of the scores that you might get in a live IELTS test. This is not a guarantee that you will get the same result in a live test. The Trial Test score is not the same as a live IELTS test score, because the test content has not been fully trialled and validated.

1. **How do I submit my requests for the next window?**

You should contact your partner support rep for details on how to submit your requests for the next window. These requests will then be passed to Cambridge for central processing.