

IELTS Trial Test Scanning and Uploading to secure FTP

It is vital to the effective processing of your Trial Test session that your scans are uploaded correctly. If they are not correct you will be asked to rescan and reupload.

Your Trial Test marking will not commence until all scans have been correctly uploaded.

Your results will be returned to you within 13 days of all materials being correctly uploaded.

Please use the post test checklist alongside the guidance notes outlined below.

- Check you have received the secure FTP folder link and password from Cambridge.
- Check you can access the secure FTP folder location before the Trial Test session. If you have any issues accessing the folder location, please contact IELTSPretesting@CambridgeEnglish.org for assistance at your earliest opportunity, do not wait until after the Trial Test session.
- Collate all the completed Trial Test materials together and scan the answer sheets by component (Reading, Listening and Writing) and version (e.g. IP321, IP479 etc).
- Scan both sides of each answer sheets for Reading, Listening and Writing.
- Scan answer sheets together by component (separated by version) into one PDF file. If you have multiple versions, scan answer sheets for each version separately.
- Check the scan copies are clear and that all answers are visible for marking. For Reading & Listening check the bottom section of the answer sheet has been captured.
- If any parts of the answer sheet are cut off during scanning, try scanning the answer sheet upside down as it is sometimes the bottom of the page that gets cut off in a scan.
- Use your live IELTS scanning equipment to scan your Trial Test answer sheets.
- When scanning please ensure pages are scanned in the correct order and that the scanning quality is good enough for marking. If the responses are not clear enough to be marked, you will be asked to rescan and reupload.

- When saving the files, please use the following naming convention: Trial Test Centre Number/Component/Version/Candidate Number Range/Total Number of Candidates (e.g. 1234_Reading_IP321_0001-0020_20 candidates or 1234_Writing_IP479_0021-0040_20 candidates).
- Upload the scan copies to the secure FTP folders by component as a PDF file (Reading, Listening and Writing) and by version (e.g. IP321, IP479 etc).

<input type="checkbox"/>	Name
<input type="checkbox"/>	📁 Candidate Registers
<input type="checkbox"/>	📁 Writing
<input type="checkbox"/>	📁 Listening
<input type="checkbox"/>	📁 Reading

Displaying 4 items (4 folders)

Writing [↑ Go up to parent folder](#)

<input type="checkbox"/>	Name
<input type="checkbox"/>	1234_Writing_IP11092_0001-0020_20 candidates.pdf

Displaying 1 item (1 file)

Listening [↑ Go up to parent folder](#)

<input type="checkbox"/>	Name
<input type="checkbox"/>	1234_Listening_IP414_0001-0020_20 candidates.pdf

Displaying 1 item (1 file)

Reading [↑ Go up to parent folder](#)

<input type="checkbox"/>	Name
<input type="checkbox"/>	1234_Reading_IP321_0001-0020_20 candidates.pdf

Displaying 1 item (1 file)

- Scan and upload the completed Feedback forms for each version to the Feedback forms folders.

- Upload the completed candidate attendance register in excel format to the Candidate Registers folder. You will find a blank template available in the Candidate Registers folder.

Candidate Registers [↑ Go up to parent folder](#)

<input type="checkbox"/>	Name
<input type="checkbox"/>	IELTS Trial Test Candidate Register Form.xlsx

Displaying 1 item (1 file)

- If you are running multiple trial test sessions, please make sure you use sequential candidate numbers.
- Uploaded and returned scanned documents must match the number of tests delivered. For example: Test session for 20 Test Takers:
 - 40 Writing answer sheets scanned as one document and uploaded (Task 1 & Task 2 combined)
 - 20 Listening answer sheets scanned as one document and uploaded
 - 20 Reading answer sheets scanned as one document and uploaded
 - Candidate attendance excel register completed and uploaded
- Scan and upload the completed Trial Test materials after each test sitting, do not wait until all sessions are completed.
- **Don't** upload materials for a single test session over the course of several days.
- **Do** scan and upload all the answer sheets for a single session on the same day with the excel attendance register.
- **Don't** scan Task 1 and Task 2 for writing separately, scan these files together (so 10 candidates = one PDF file with T1 and T2 combined, not 20 individual files). Keep T1 and T2 for each candidate together.
Do make sure that each component is in the correct component folder
- **Don't** return any materials to Cambridge via courier.
- Cambridge will not process materials if scans are unclear, if materials are not uploaded correctly (not separated out by version or component) or if the attendance register is not uploaded.

If you need any further support, please contact:

IELTSPretesting@CambridgeEnglish.org