

IELTS Trial Test Scanning and Uploading Checklist

Before you begin:

- Check you have received the secure FTP folder link and password from Files.com.
- Check you can access the secure FTP folder location.

Scanning your materials

- Using your live IELTS scanning equipment, scan both sides of the answer sheets.
- Scan the answer sheets together, separated by version. (e.g. one file for version IP347, one file for BP53).
- Scan the candidates and pages in the correct order.
- For Writing answer sheets, scan candidates' Task 1 and Task 2 answers together. The correct order would be:
 - Candidate 001 Task 1
 - Candidate 001 Task 2
 - Candidate 002 Task 1
 - Candidate 002 Task 2, etc
- Check the scan copies are clear and that all answers are visible enough for marking. Common problems include faint writing and cut-off words.
- Save the scanned files as PDFs with the naming convention as follows:
Pretest Centre Number_Component_Version_Candidate Range_Number of Candidates.
For example, if centre 1234 returned the Writing version IP479, candidates 1 to 20, the file name would be: "1234_Writing_IP479_0001-0020_20 candidates.pdf"

Completing the register:

- Complete the attendance register using the template provided in your secure FTP folder. Save the register as an Excel file.
- Check that the names, candidate numbers and versions match the scanned answer sheets, and that any absent candidates are clearly marked.

- If you are holding more than one session, make sure that candidate numbers are sequential and do not repeat. For example, if your first session has candidates 0001-0042, your second session should begin with candidate 0043.

Uploading materials:

- Before you upload:
 - Check the materials have been scanned clearly
 - Check the pages are in order
 - Check the attendance register is accurate
- Upload scanned materials to your FTP secure location into the correct component folder. Reading versions go into 'Reading', Writing versions go into 'Writing', and Listening versions go into 'Listening'.
- Upload the completed attendance register to the 'Candidate Registers' folder
- Upload the feedback forms for each version to the 'Feedback Forms' folder
- Check that all materials are saved in the correct FTP folder

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 in the correct format.

If the responses are not clear enough to be marked, you will be asked to rescan and reupload.

If you need any further support, please contact:

IELTSPretesting@CambridgeEnglish.org