



## Centre of English Studies – IELTS Test Centre

### Enquiry on Results

Every attempt has been made to guarantee a fair and accurate assessment of your test, and checks have been made to make sure that the results are calculated correctly.

However, if you are not happy with your results you can ask for them to be remarked and the cost of this service is £60. The results are sent to the British Council to be marked by a senior examiner and the process will take **a minimum of 8 weeks** before you receive the outcome. Unfortunately CES has no influence on how long this process will take.

If your score is increased the fee will be refunded.

If you want to have your exam re-marked you must submit your application within 5 weeks of the test date. Complete the attached form and return it to Centre of English Studies, 8a Royal Parade, Harrogate. HG1 2SZ together with your original Test Report Form and the fee.

You can pay the fee by credit/debit card using the attached form. Alternatively you can pay by cheque or postal order made payable to Centre of English Studies Ltd.

Unfortunately we are not able to accept the forms by email.

If you have any queries please contact us on email: [examsleeds2@ces-schools.com](mailto:examsleeds2@ces-schools.com) or telephone: 01423 531969.

## IELTS Enquiry on Results Form

### Notes for candidates on the submission of Enquiries on Results (EOR)

- You can choose to undertake an Enquiry on Results, which means having your IELTS test re-marked.  
  
You must make this request within six weeks of your test date. Your test will be sent to Australia or England for re-marking by Senior Examiners.
- You can choose to have one or more parts of your test re-marked. The fee is the same regardless.
- The re-mark fee is £60 per candidate for British Council centres and AUD \$160 for IDP: IA centres plus GST in Australia. You will receive a full refund if your result is changed to a higher band score.
- Complete the form below and forward it with your original Test Report Form and payment to the IELTS Administrator at your test centre.
- The re-mark is done by trained Clerical Markers and senior examiners employed by the British Council and IDP: IA.
- British Council/IDP: IA Head Office will usually notify your test centre of the re-mark result within six to eight weeks of receipt of your exam materials.
- You will receive an EOR letter stating your final result status. You should make all enquiries regarding the progress of your re-mark to your original test centre.

#### To be completed by both candidate and local IELTS Administrator

Centre number:	Centre name:
Candidate number:	Candidate name:
Candidate's address:	
Select the test(s) to be re-marked	<input type="checkbox"/> Listening <input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> Speaking
Signature:	Date: (dd/mm/yyyy)

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#### For office use only

Name ((IELTS Administrator):	
Signature (IELTS Administrator):	Date: (dd/mm/yyyy)
Payment receipt no.:	



# CREDIT/DEBIT CARD PAYMENT FORM

*(Please do not email this form)*



## DESCRIPTION & AMOUNT

Purpose of Payment \_\_\_\_\_ Amount: £ \_\_\_\_\_

Name of Student/Candidate \_\_\_\_\_

## SURCHARGES

All credit card/ international card payments will be subject to a 2.5% surcharge.  
All debit card payments will be subject to a 0.4% surcharge.

## AUTHORISATION

I authorize for CES to debit my account with the above amount + the applicable surcharge.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## CARD DETAILS

UK Card  International Card

I wish to pay by: Mastercard  Maestro  Visa  Visa Debit   
Visa Electron  Solo  JCB

This is a: Debit Card  Credit Card

**Card Number:**     -     -     -

**Security Code:** (last 3 or 4 digit number on card signature strip)

**Start Date:**   /   (Month/Year) **Expiry Date:**   /   (Month/Year)

**Issue Number** (Maestro & Solo Cards):

**Cardholder name:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

(Where you receive \_\_\_\_\_

your card bills/ \_\_\_\_\_

statements): Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

**Telephone Number:**(include country code if outside the UK): \_\_\_\_\_

**Please return this form to:** Centre of English Studies Ltd, 8a Royal Parade, Harrogate, North Yorkshire, HG1 2SZ

*All information provided is kept in accordance of the Data Protection Act (1998)  
All card details will be destroyed once the transaction is processed*