

REGULATIONS

IELTS TEST REGULATIONS with EECentre

Valid since 1st April 2020

Registration for IELTS through EECentre

1. European Examinations Centre SRL, Company number 34218949 is IELTS test centre, authorized by IDP Australia under centre number **EA003** with its main office in Romania, Bucharest, District 1, 65 Sfintii Voievozi Street, land line: +4031.108.68.59; email: contact@eecentre.me; website: www.EECentre.me, hereinafter referred to as **EECentre**.
2. **Registration** for IELTS test examinations at EECentre shall be made via the EECentre website <https://www.eecentre.me/> or <https://ielts.idp.com/> based on a duly completed registration form. When filling in the registration form you are kindly requested to express the following types of consent:
 - I hereby declare that I have read the regulations of IELTS test at EECentre and I agree to the conditions specified **therein**. I also declare that the data provided in the present form are true and accurate. I provide the data on a voluntary basis and I understand that I have the right of access to the data and the right to correct them.
 - I agree to the storing and processing of the personal data I have provided to IDP Australia and EECentre, for purposes related to the management of IELTS test, including the transmission of such data to Cambridge Assessment English and promotional activities such as preparation courses or educational offers.
3. **Exam fees**
 1. The exam fee is 210 EUR. The price given for each exam is binding upon the placement of a purchase order by the customer.
 2. The exam fee shall be paid by the customer after registration by a bank transfer, by card or in cash to the account of EECentre made within 2 calendar days after the registration, where the first day is the registration one.
 3. The customer who paid the exam fee but failed to enter his or her name on the list of candidates within the time limit indicated for registration shall be entitled to full reimbursement of the exam fee. In this case no exam administration agreement is entered into between the customer and EECentre.

4. Payment data: payment order: account number: RO51BTRLEURCRT0290695102, SWIFT code: BTRLRO22, client name: EUROPEAN EXAMINATIONS CENTRE SRL. Please indicate the following data in the transfer title: name and surname of the candidate, IELTS and the examination session date.

IMPORTANT: All commission, bank charges, etc. are to be paid by the candidate that registers for the examination.

4. In order to register for the IELTS test you should:

- a. enter your personal data into the candidate on-line database in the registration system on <https://ielts.idp.com/book>
- b. pay the required fee of 210 EUR according to the instructions given in the registration system no later than **2 calendar days** after registering for the test, where the first day is the day of registration.
- c. Candidates who do not observe the procedures stated in points 4a and 4b above will not be entered for the IELTS test on the chosen date and their personal data will be deleted from the candidates' database in the on-line registration system.
- d. Candidates who will be under 18 years of age on the test date must provide [IELTS Minor Candidate Consent Form](#) completed and signed by their parent/legal guardian. Please email a scanned copy of the Consent form to contact@eecentre.me or present it on the test day. **Candidates who do not provide the form will not be admitted to the IELTS test and their fee will not be refunded.**
- e. The number of places for tests is limited. Information on test date availability is to be found on www.eecentre.me
- f. The registration deadline may be extended if there are places left after the official close of registration date. Please send an email to contact@eecentre.me for details.
- g. All available test dates can be found at www.eecentre.me
- h. Please bear in mind that session will not be visible in the system after the deadline for registration.

5. Speaking Module for the Computer-delivered sessions may be taken in a period of 7 calendar days before or 1 calendar day after the written and listening parts of the test. Upon registration test-takers can choose the hour of the speaking module. However, the final date and hour of the speaking module will be confirmed by the exam centre.

6. Detailed information on the dates, time and locations of the IELTS test modules will be sent to the candidates by email 3 calendar days before the first part of the test. Candidates who do not receive the email with detailed information on the dates, time and locations of their IELTS test modules by the end of day 3 before the written part of the test are required to contact the examination centre as soon as possible. Candidates who missed their exam because they had not received the email with information on their test schedule and not reported this fact to their examination centre **are not entitled to a refund on this account.**

7. Refund and transfer

7.1 No later than 5 weeks before the exam date of the test they are registered to, candidates can apply in writing for:

- a transfer to a later test date free of charge on condition that they submit a completed official request form
- a cancellation of their registration and a refund of 100% of the test fee. The person/institution that submitted the fee on behalf of the candidate is entitled to receive a refund.

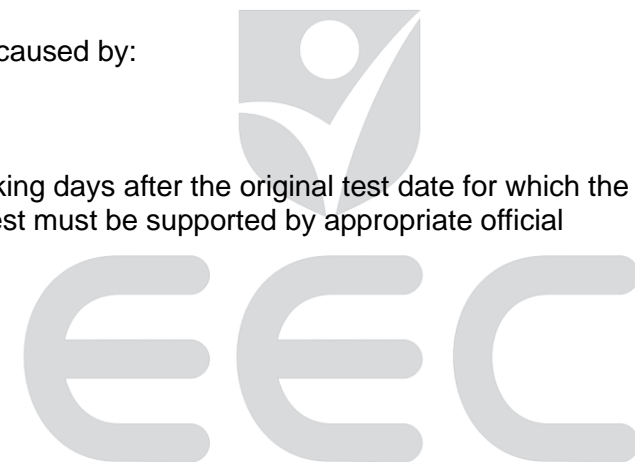
7.2 If a request for refund or transfer of a test date is submitted in writing less than 5 weeks before the exam date but not later than 5 working days after the original test date for which the candidate was registered, where the first day is the day of the written part of the test, the candidate is entitled to:

- a transfer to a different test date for an additional fee – 40 EUR of the test fee, observing the deadline for registration for the chosen new date, if the request is made due to:
 - a candidate's serious illness (e.g. hospital admission)
 - the death of a close family member
 - hardship/trauma, e.g., a traffic accident
 - military service

The request must be supported by appropriate official documentation and/or evidence. Candidates applying for test date transfer must select a test date within a three-month period from the date of submitting the request.

- to cancel their registration and receive a refund of 170 EUR of the test fee if the cancellation is caused by:
 - a candidate's serious illness (e.g. hospital admission)
 - the death of a close family member
 - hardship/trauma, e.g. a traffic accident
 - military service provided he/she submits a completed official [request form](#) not later than 5 working days after the original test date for which the candidate was registered, where the first day is the day of the written part of the test. The request must be supported by appropriate official documentation and/or evidence

- Candidate is not entitled to a refund or test date transfer if:
 - the cause is different from the ones mentioned above
 - the application is not accompanied by appropriate official documentation and/or evidence
 - the application is made later than 5 working days after the original test date, for which the registration was made.



8. Special Arrangement/needs

For detailed special arrangements information please contact EECentre.

TEST DAY

9. Test schedule

Detailed information about test day arrangements are sent to the candidates by email 3 calendar days before the first part of the test.

- On the test day candidates will have their photograph taken. This photograph will be printed on the Test Report Form and made available to the institutions, indicated by the candidate, that download IELTS results from the on-line site.
- Information regarding test day arrangements is in [Notice to Candidates](#)
- Candidates are not allowed to bring any electronic equipment to the test room including mobile phones and watches of any kind. Any candidate using or in possession of any unauthorized devices during the test may be disqualified. Candidates are also requested not to bring any expensive personal items. EECentre is not liable for the loss of any items left in the cloakroom. The only items allowed in the test room are an approved identity document and a beverage in a transparent bottle.

All complaints concerning the conduct of the IELTS test should be given by the candidate to the supervisor/test administrator immediately after the test (in the case of the listening test, all comments should be reported at the beginning of the test, after hearing the introductory recording) and also in writing (by email or in person) to the EECentre staff on the test day.

Any complaints made after the results have been release will not be taken into account.

EECentre shall address all opinions, questions or complaints from the candidate within five working days of their receipt. EECentre shall make every effort to provide high-quality examination services. EECentre bears no liability for irregularities in the services caused by independent factors. In cases of delays or pauses in the examinations, or the examinations being cancelled, for reasons beyond the organiser's' control as well as delays in the release of results by Cambridge Assessment English, EECentre Examination Centre shall make every effort to minimize the inconvenience.

10. RESULTS

- 1) Test results (Test Report Forms - TRF) are issued to the candidates who attempted all 4 parts of the test. Test Report Forms - TRF can be dispatched by courier (the test take covers the costs) and the results are available on-line on 5th day at the latest (for CD test) following the last component of the test.
- 2) In exceptional situations, if it is necessary to review administrative or security matters associated with the test, results may not be issued on the 5th day after the test.
- 3) Candidates can view their results for 28 days after their written test date. Online results are provisional and should not be used as an official confirmation of achievement.
- 4) During the two-year period after the test, a candidate receives one copy of the TRF with the scores from 4 test modules and the overall band score (1 to 9). The results are sent directly to receiving institutions (up to 5 in total) indicated by a candidate during registration or after the test. Any additional recognising organisation or TRF can be issued by filling in the Application for the Issue of Additional TRF form. The fee for any additional TRF (each copy over 5) is 30 EUR.
- 5) Candidates' personal data and results are kept by the exam centre for two years from the written test day. After that period there is no possibility to apply for the service described in point 4.
- 6) Candidates may collect TRFs in person or through an authorised person. The test centre must be notified of this fact and an [authorisation form](#) must be completed by the candidate.
- 7) Certain institutions do not receive a paper version of the TRF but download candidates' IELTS results from the on-line site. This serves to improve the efficiency of the application processing system. Candidates should, therefore, always inform the receiving institution of the date (written and listening parts) of the IELTS test.
- 8) There is no possibility to view the test papers.
- 9) If you believe a mistake has occurred or your exam result is not fair you can ask Cambridge English for an Enquiry on Results. This is a paid service. The cost of Enquiry on Results is 125 EUR. Candidates requesting a re-mark of their papers must submit all relevant documents (an original TRF, a completed Enquiry on Results form and a proof of payment) within 6 weeks of the written test date. The result of the re-mark is available about 4 weeks after EECentre has received the documents. Detailed information regarding enquiry on results and appeal procedures can be obtained from the EECentre. If the re-mark/appeal results in an improvement in the candidate's score, the candidate will receive a full refund of the re-mark/appeal fees.
- 10) The IELTS test may be taken again on any test date.

11. ADDITIONAL INFORMATION

1. Candidates who have registered and paid for an IELTS test will be given, free of charge access to **'Free online preparation test'**. The unique password issued at registration will be valid for 30 days.
2. Detailed information about IELTS can be found at: www.eecentre.me

CONTACT DETAILS

EUROPEAN EXAMINATIONS CENTRE - EECentre

Podgorica, Montenegro

Email: contact@eecentre.me

Website: www.EECentre.me



PROPISI

PRAVILA ZA IELTS TEST SU EECentre

Važi od 1. aprila 2020

Registracija za IELTS preko EECentre

1. Evropski ispitni centar SRL, broj preduzeća 34218949 je IELTS test centar, ovlašćen od strane IDP Australije pod brojem centra EA003 sa glavnom kancelarijom u Rumuniji, Bukurešt, Distrikt 1, ulica Sfintii Voievozi 65, fiksna linija: + 4031.108.68.59; email : contact@EECentre.ro; veb -sajt : www.eecentre.me, u daljem tekstu EECentre.
2. Registracija za IELTS ispitne ispite u EECentre vrši se putem veb stranice EECentre <https://www.eecentre.me/> ili <https://ielts.idp.com/> na osnovu propisno popunjenog obrasca za registraciju. Prilikom popunjavanja obrasca za registraciju molimo vas da izrazite sljedeće vrste saglasnosti:
 - Ovim izjavljujem da sam pročitao/la propise IELTS testa u EECentre i da sam saglasan/na sa uslovima navedenim u njima. Takođe izjavljujem da su podaci dati u ovom obrascu istiniti i tačni. Podatke pružam na dobrovoljnoj osnovi i razumijem da imam pravo na pristup podacima i pravo da ih ispravim.
 - Slažem se sa čuvanjem i obradom ličnih podataka koje sam dao/la IDP Australiji i EECentre, u svrhe vezane za upravljanje IELTS testom, uključujući prenos takvih podataka na Cambridge Assessment English i promotivne aktivnosti kao što su pripremni kursevi ili obrazovne ponude.
- 3 . **Naknade za ispit**
 - 1 . Cijena ispita iznosi 210 EUR. Cijena koja se daje za svaki ispit je obavezujuća pri postavljanju naloga za kupovinu od strane kupca.
 - 2 . Naknadu za ispit plaća kupac nakon registracije bankovnim transferom, karticom ili gotovinom na račun EECentre izvršen u roku od 2 kalendarska dana nakon registracije, pri čemu je prvi dan registracijski.
 - 3 . Korisnik koji je platio ispitnu taksu, a nije unio svoje ime na listu kandidata u roku naznačenom za registraciju, ima pravo na potpunu nadoknadu ispitne takse. U ovom slučaju se ne sklapa ugovor o administraciji ispita između korisnika i EECentre.
- 4 . Podaci o plaćanju: nalog za plaćanje: broj računa: RO 51 BTRLEURCRT 0290695102, SVIFT kod: BTRLRO22, ime klijenta: EUROPEAN EXAMINATIONS CENTRE SRL. Molimo da u nazivu prenosa navedete sledeće podatke: ime i prezime kandidata, IELTS i datum polaganja ispita.

VAŽNO : Sve provizije, bankovne troškove itd. plaća kandidat koji se prijavljuje na ispit.

4 . Da biste se registrovali za IELTS test treba da:

- a . unesite svoje lične podatke u on-line bazu kandidata u sistemu registracije na <https://ielts.idp.com/book>
- b . uplatite potrebnu taksu od 210 EUR prema uputstvu datom u sistemu registracije najkasnije 2 kalendarska dana nakon prijave za testiranje, pri čemu je prvi dan dan registracije.
- c . Kandidati koji ne budu poštovali procedure navedene u tačkama 4 a i 4 b gore neće biti prijavljeni na IELTS test na izabrani datum i njihovi lični podaci će biti izbrisani iz baze podataka kandidata u online sistemu registracije.
- d . Kandidati koji će na dan testiranja biti mlađi od 18 godina moraju da dostave IELTS [formular za pristanak za maloljetne kandidate](#) koji je popunio i potpisao njihov roditelj/zakonski staratelj. Pošaljite skeniranu kopiju obrasca za saglasnost e-poštom na contact@eecentre.ro ili ga pokažite na dan testiranja. Kandidati koji ne dostave formular neće biti primljeni na IELTS test i njihova školarina neće biti vraćena.
- e . Broj mjesta za testiranje je ograničen. Informacije o dostupnosti datuma testiranja možete pronaći na www.eecentre.me
- f . Rok za registraciju može se produžiti ako ima mesta nakon zvaničnog završetka registracije. Molimo pošaljite e-mail na contact@eecentre.me za detalje.
- g . Svi dostupni datumi testiranja mogu se naći na www.eecentre.me
- h . Imajte na umu da sesija neće biti vidljiva u sistemu nakon isteka roka za registraciju.

5 . Govorni modul za računarske sesije može se polagati u periodu od 7 kalendarskih dana pre ili 1 kalendarski dan nakon pismenog dijela testa i dijela za slušanje. Prilikom registracije polaznici testa mogu izabrati sat govornog modula. Međutim, konačan datum i sat govornog modula će potvrditi ispitni centar.

1. Detaljne informacije o datumima, vremenu i lokacijama modula IELTS testa biće poslate kandidatima e-poštom 3 kalendarska dana prije prvog dijela testa. Kandidati koji do kraja 3. dana prije pismenog dijela testa ne dobiju mail sa detaljnim informacijama o datumima, vremenu i lokacijama svojih modula IELTS testa, dužni su da se što prije obrate ispitnom centru. Kandidati koji su propustili ispit jer nisu dobili mail sa informacijama o rasporedu polaganja i nisu prijavili ovu činjenicu svom ispitnom centru nemaju pravo na povraćaj novca na ovaj račun.

7. Povraćaj i transfer

7.1 Najkasnije 5 nedelja prije ispitnog datuma testa na koji su prijavljeni, kandidati se mogu pismeno prijaviti za:

- besplatan transfer na kasniji datum testiranja pod uslovom da podnesu popunjen službeni obrazac zahteva

- otkazivanje njihove registracije i povraćaj 100% naknade za testiranje. Pravo na povraćaj ima lice/institucija koja je u ime kandidata dostavila taksu.

7.2 Ako je zahtjev za povraćaj novca ili prenos datuma polaganja podnet u pisanoj formi manje od 5 nedelja pre datuma ispita, ali ne kasnije od 5 radnih dana nakon prvobitnog datuma testiranja za koji je kandidat bio registrovan, pri čemu je prvi dan dan pismenog dela testa kandidat ima pravo:

- transfer na drugi datum testiranja uz doplatu – 40 EUR naknade za testiranje, poštujući rok za registraciju za izabrani novi datum, ako je zahtjev podnet zbog:
 - ozbiljna bolest kandidata (npr. prijem u bolnicu)
 - smrt člana uže porodice
 - teškoća/trauma, na primjer, saobraćajna nesreća
 - služenje vojnog roka

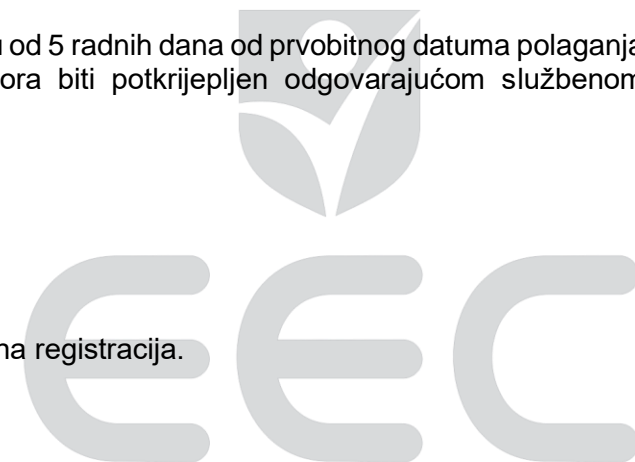
Zahtjev mora biti potkrijepljen odgovarajućom službenom dokumentacijom i/ili dokazima. Kandidati koji se prijavljuju za prenos termina testiranja moraju izabrati datum testiranja u roku od tri meseca od dana podnošenja zahteva.

- da otkáže svoju registraciju i dobije povraćaj od 170 EUR naknade za testiranje ako je otkazivanje prouzrokovano:
 - ozbiljna bolest kandidata (npr. prijem u bolnicu)
 - smrt člana uže porodice
 - teškoća/trauma, npr. saobraćajna nezgoda
 - služenje vojnog roka pod uslovom da dostavi popunjen službeni [obrazac zahteva](#) najkasnije u roku od 5 radnih dana od prvobitnog datuma polaganja za koji je kandidat prijavljen, pri čemu je prvi dan dan pismenog dela ispita. Zahtev mora biti potkrijepljen odgovarajućom službenom dokumentacijom i/ili dokazima

- Kandidat nema pravo na povraćaj novca ili prenos datuma testiranja ako:
 - uzrok je drugačiji od gore navedenih
 - uz prijavu nije priložena odgovarajuća službena dokumentacija i/ili dokazi
 - prijava se podnosi kasnije od 5 radnih dana nakon prvobitnog datuma testiranja, za koji je izvršena registracija.

8. Specijalni aranžman/portrebe

Za detaljne informacije o posebnim aranžmanima kontaktirajte EECentre.



TEST DAN

9. Raspored testiranja

Detaljne informacije o rasporedu dana testiranja šalju se kandidatima mailom 3 kalendarska dana pre prvog dijela testa.

- Na dan testiranja kandidati će biti fotografisani. Ova fotografija će biti odštampana na obrascu izvještaja o testiranju i stavljena na raspolaganje institucijama koje je kandidat naveo, a koje preuzimaju rezultate IELTS-a sa on-line sajta.
- Informacije o rasporedu dana testiranja nalaze se u [Obaveštenje za kandidate](#)
- Kandidatima nije dozvoljeno da unose elektronsku opremu u prostoriju za testiranje, uključujući mobilne telefone i satove bilo koje vrste. Svaki kandidat koji koristi ili posjeduje bilo koje neovlašćene uređaje tokom testa može biti diskvalifikovan. Takođe se mole kandidati da ne donose skupe lične stvari. EECentre nije odgovoran za gubitak bilo kog predmeta ostavljenog u garderobi. Jedini predmeti koji su dozvoljeni u prostoriji za testiranje su odobreni lični dokument i piće u providnoj boci.

Sve pritužbe u vezi sa sprovođenjem IELTS testa kandidat treba da uputi supervizoru/administratoru testa odmah nakon testa (u slučaju testa slušanja, sve komentare treba izvesti na početku testa, nakon saslušanja uvodnog snimanje), kao i pismenim putem (mejlom ili lično) osoblju EECentra na dan testiranja.

Sve žalbe uložene nakon objavljivanja rezultata neće se uzeti u obzir.

Na sva mišljenja, pitanja ili pritužbe kandidata EECentr će se obratiti u roku od pet radnih dana od njihovog prijema. EECentr će uložiti sve napore da pruži visokokvalitetne usluge pregleda. EECentre ne snosi odgovornost za nepravilnosti u uslugama uzrokovane nezavisnim faktorima. U slučajevima kašnjenja ili pauza u ispitima, ili ispiti koji se otkazuju, iz razloga koji su van kontrole organizatora, kao i kašnjenja u objavljivanju rezultata od strane Cambridge Assessment English, EECentre Examinations Centre će učiniti sve da smanji neugodnost.

10. REZULTATI

- 1) Rezultati testa (Test Report Forms - TRF) se izdaju kandidatima koji su pokušali da polažu sva 4 dela testa. Obrasci izveštaja o testiranju - TRF se može poslati kurirskom službom (polaganje testa pokriva troškove), a rezultati su dostupni online najkasnije 5. dana (za CD test) nakon posljednje komponente testa.

- 2) U izuzetnim situacijama, ako je potrebno razmotriti administrativna ili bezbjednosna pitanja povezana sa testom, rezultati se ne mogu objaviti 5. dana nakon testa.
- 3) Kandidati mogu da vide svoje rezultate 28 dana nakon datuma pismenog testa. Online rezultati su privremeni i ne bi trebalo da se koriste kao zvanična potvrda postignuća.
- 4) Tokom dvogodišnjeg perioda nakon testiranja, kandidat dobija jedan primjerak TRF-a sa ocjenama iz 4 modula testa i ukupnim rezultatom (od 1 do 9). Rezultati se šalju direktno institucijama koje primaju (ukupno do 5) koje je kandidat naveo prilikom registracije ili nakon testiranja. Bilo koja dodatna priznajuća organizacija ili TRF se može izdati popunjavanjem obrasca Zahtjeva za izdavanje dodatnog TRF-a. Naknada za svaki dodatni TRF (svaka kopija preko 5) iznosi 30 EUR.
- 5) Lične podatke i rezultate kandidata ispitni centar čuva dvije godine od dana pismenog ispita. Nakon tog perioda ne postoji mogućnost prijave za uslugu opisanu u tački 4.
- 6) Kandidati mogu preuzimati TRF lično ili preko ovlašćenog lica. O ovoj činjenici mora biti obaviješten centar za testiranje i kandidat mora da popuni [formular za ovlašćenje](#).
- 7) Određene institucije ne dobijaju papirnu verziju TRF-a, već preuzimaju rezultate IELTS kandidata sa online sajta. Ovo služi za poboljšanje efikasnosti sistema za obradu aplikacija. Kandidati, stoga, uvek treba da obavijeste instituciju koja prima datum (pismenog dijela i dijela za slušanje) IELTS testa.
- 8) Ne postoji mogućnost pregleda testnih radova.
- 9) Ako vjerujete da je došlo do greške ili da vaš rezultat ispita nije pošten, možete zatražiti od Cambridge English upit o rezultatima. Ovo je plaćena usluga. Cijena upita o rezultatima je 125 EUR. Kandidati koji traže ponovnu ocjenu svojih radova moraju dostaviti sve relevantne dokumente (original TRF, popunjen obrazac za upit o rezultatima i dokaz o uplati) u roku od 6 nedelja od datuma pismenog testa. Rezultat ponovne ocjene je dostupan oko 4 nedelje nakon što EECentre primi dokumente. Detaljne informacije u vezi sa upitom o rezultatima i žalbenim postupcima možete dobiti u EECentru. Ako ponovna ocjena/žalba rezultira poboljšanjem rezultata kandidata, kandidat će dobiti punu refundaciju taksi za ponovnu ocjenu/žalbu.
- 10) IELTS test se može ponovo polagati na bilo koji datum testiranja.

11 . DODATNE INFORMACIJE

- 1 . Kandidatima koji su se registrovali i platili IELTS test biće omogućen besplatan pristup „Besplatnom onlajn pripremnom testu. Jedinствena lozinka izdata prilikom registracije važiće 30 dana.
- 2 . Detaljne informacije o IELTS-u možete pronaći na: www.eecentre.me

KONTAKT PODACI
EVROPSKI ISPITNI CENTAR - EECentre
Podgorica , Crna Gora
Email : contact@eecentre.me
Sajt : www.EECentre.me

