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# BOOKING AN IELTS TEST

To sit an IELTS test, you need to make a booking online. You can use any device with internet access to make your booking.

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**IELTS**<sup>™</sup>

## Before you start:

- Scan your passport to show your passport number, photo, name, date of birth and passport expiry date (ensure the PDF file is under 1.5mb).
- If you have a medical condition\* that will require special arrangements, scan supporting documents from a specialist.

If you do not have a computer or an Internet friendly device please contact the IELTS office to make a time to come in and apply. Please bring your passport and medical documentation with you so staff can scan them for you.

*\*We recommend you contact us before booking your test to discuss your needs.*

## Getting started

You have 30 minutes to complete the online booking before it times out, so we recommend that you have the required documentation before you start.

When you are ready, go to:  
<https://ielts.idp.com/book/Home>

## Choosing your date and module

On the first booking page, select your required date and module. Do this carefully. Transfers/cancellations will not be accepted if you select the wrong module/date unless one weeks written notice is given. A \$50 administrative fee will apply to cancellations.



**Register for an IELTS Test**

\*Start by selecting your Country/Territory:

New Zealand | Christchurch

\* Test Type: General Training - IELTS | Disability Requirements: - None -

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**Please select your preferred venue**

Ara Institute of Canterbury

**Ara, Institute of Canterbury**  
 130 Madras Street  
 Christchurch 8011

**Contact Details**  
 T : 03 940 8050  
 E : [na021ielts@ara.ac.nz](mailto:na021ielts@ara.ac.nz)

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**Please select your preferred test date**

November 2024							December 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

Seats Available  
  Seats Filling Quickly  
  Tests Not Available  
  Selected Date

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**Selected Test Session Summary**

Saturday 7th Dec: 2024  
 Listening, Reading & Writing  
 Ara Institute of Canterbury  
 General Training - IELTS  
 paper-delivered

NZD \$460.00 [Continue](#)

## Choosing your speaking date and time

Dates that are darker gray have available speaking times. Please click on your preferred date and the available times will appear.

Your Test Details:  
Test Date: 07 Dec 2024  
Test Location: Ara Institute of Canterbury  
Test Type: General Training - IELTS  
Test Format: paper-delivered 

Please choose a date and time for your speaking appointment

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Appointments Available   Appointments not Available   Selected Date

 First, select the day you wish to take your speaking test on, then choose an available timeslot.

Available Appointments

No speaking tests available, please select another date

**Cancel** **Continue**



When you have chosen your preferred time the 'Continue' button will become live. Please click on it.

Your Test Details:  
Test Date: 07 Dec 2024  
Test Location: Ara Institute of Canterbury  
Test Type: General Training - IELTS  
Test Format: paper-delivered 

Please choose a date and time for your speaking appointment

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Appointments Available   Appointments not Available   Selected Date

 First, select the day you wish to take your speaking test on, then choose an available timeslot.

Available Appointments

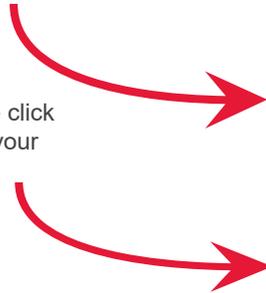
- 09:00 AM - 09:20 AM
- 09:20 AM - 09:40 AM
- 09:40 AM - 10:00 AM
- 10:20 AM - 10:40 AM
- 10:40 AM - 11:00 AM
- 11:20 AM - 11:40 AM

**Cancel** **Continue**

### Logging in

If you already have an account, log in and make any changes to your details (if required) then click 'continue' to proceed to the application details page.

If you do not have an account, please click on 'Continue'. You will need to enter your details to set up an account.



### Continue with booking - Existing or new user? ✕

To save your selection and continue with the booking process choose either:

**Existing user?**

Username

Password

[Forgotten Password?](#) [Existing User Login](#)

**New user?**

Continue to Step 2 and enter your Candidate details...

[Continue](#)

To set up an account, please ensure you complete all fields marked with a red asterisk. If you have no surname or given name, insert a hyphen '-' in this field. Click 'Register' to proceed. (The terms and conditions at the top of the page must be ticked before the 'Register' button at the bottom of the page will become live.)



**Your Test Details:**

Test Date:	03 Sep 2022	Speaking Test Date:	03 Sep 2022 10:20 AM
Test Location:	Ara Institute of Canterbury	To change speaking test time select "Step 2" in menu	
Speaking Test Location:	Christchurch		
Test Type:	Academic - IELTS		
Test Format:	paper-delivered		

It's important for you to read and understand the IELTS terms and conditions before you sit your test. We also want you to know why we need your registration details and how we use them. Please indicate that you have read and agreed to these terms before you continue.

I have read and agree to the terms and conditions

### Candidate details

**Personal Information** \* Required

You must enter your name as it appears in your passport or ID document. This is how your name will appear on your test results.

Title\*

Dr  Mr  Mrs  Miss  Ms

Given Name(s) (as per Identification Document)

Family Name (as per Identification Document)

If you do not have a Family Name, please enter a hyphen (-).

Gender\*

Male  Female

Date Of Birth (yyyy-mm-dd)\*

## Checking your application

On the 'My Application' page, check that you have completed all fields marked with a **red asterix**.



The screenshot shows the IELTS application interface. At the top, there's a navigation bar with five steps: 1. Select a Test Date, 2. Candidate Details, 3. Application Details (highlighted), 4. Recognising Organisations, and 5. Booking Summary. A timer indicates 0h 21m 13s left to complete booking. Below the navigation bar, the 'Test Session Details' section shows '20/08/2016 - Ara Institute of Canterbury IELTS - Academic' with a 'Reselect' button. The 'My Application' section contains three required fields: 'Which country are you applying to/intending to go to?' (dropdown menu showing 'New Zealand'), 'Why are you taking the test?' (dropdown menu showing 'Personal reasons'), and 'Have you previously taken IELTS (either Academic or General Training) before?' (radio buttons for 'Yes' and 'No').

## Uploading your ID documents

In the Identification Document section, upload the scan, or photo, of your passport page(s).

If this information is spread across more than one page, please ensure all pages are uploaded in one pdf/image (not more than 5.0 MB file size) as you are unable to upload multiple items. Once your passport has been uploaded successfully, select '**continue**'.

## Requesting your test results be sent to recognising organisations

If you would like the test centre to send copies of your test results to a professional organisation (eg universities, Immigration or professional registration organisations) fill in the relevant details on the Recognising Organisations page. Please note, you cannot include migration agents or request personal copies. Test results will be sent to the organisation on the day results are released. Once completed select '**continue**'.



The screenshot shows the 'Recognising Organisations' section of the IELTS application. It features the same navigation bar and 'Test Session Details' as the previous screenshot. The 'Recognising Organisations' section has a heading '[Optional] Send my results' and a text box explaining that users can request copies of results to be sent to academic institutions, government agencies, professional bodies, or employers. It notes that results may be sent electronically or by post, and that a postal fee may be charged for international or courier delivery. A note states that listed organisations may access results before they are received by mail, and that up to 5 organisations can be added. Below this is a table with one row for 'Recognising Organisation' and an 'Add' button. At the bottom, there are 'Cancel booking' and 'Continue' buttons.

## Completing your application

On the Booking Summary page, ensure your details are the same as those on your passport then click **'Continue'**.



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More people go more places with IELTS

English

1 Select a Test Date 2 Candidate Details 3 Application Details 4 Booking Summary

1h 14m 50s Time left to complete booking

Test Session Details

20/06/2016 - Ara Institute of Canterbury  
IELTS - Academic

Reselect

Booking Summary

Personal Details

Full Name Mr Example Candidate

Passport AA000000

Email Address example.candidate@ielts.com

Date Of Birth 01 Jan 2000

Telephone 03 300 3000

Mobile 020 000 0000

## Paying for your test

There are three ways you can pay for your test:

### 1 Online through IELTS with a credit card

You can also choose to 'pay offline' (in person at Ara – see option 2), 'pay online later' which means you will need to log in again when you are ready to pay, or you can **'pay now'**.



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English

Return to Booking

Begin Payment

Payment Details

Payment Amount (NZD) \$460.00  
(including Service Tax (%) @15.00% of \$60.00)

Description Booking Fee for IELTS Test [ref: 49195406]

Payment options:

Return to Candidate Details

Pay offline Pay now

Once you have chosen to **'pay now'**, you will be asked how you would like to pay.

The only option available is **'credit card'**. (This includes debit cards.)

Once you've selected 'credit card', click **'continue'**.



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English

Return to Booking 2 Payment Method Selection 3 Transaction Detail Entry 4 Payment Summary

Payment Method

IELTS fees: NZ\$460.00

Account Name: Te Pūkenga – NZIST – Ara Institute

Account Number: 03 0826 0169064 003

So that we can identify your payment, please fill in the following fields with the specified information:

Particulars: Your name as it appears on your passport

Code: IELTS

Reference: IELTS

\* Pay By

Credit Card

Continue

**Enter your card details and click on 'Confirm Payment'**

The screenshot shows the IELTS payment interface. At the top left are the IDP and IELTS logos. On the right, there is a language dropdown set to 'English'. Below the logos is a progress bar with four steps: 'Return to Booking', '2 Payment Method Selection' (highlighted), '3 Transaction Detail Entry', and '4 Payment Summary'. The main content area is titled 'Pay with card' and features logos for VISA, Mastercard, and AMEX. It contains three input fields: 'Card Number' (with a masked pattern of dots), 'Expiration Date (MM/YY)', and 'CWV (3 digits)'. A green 'Confirm Payment' button is located at the bottom right of the form.

**2 Pay in person at Ara**

You can pay in person at Student Finance at Ara. Accepted forms of payment are cash, EftPOS or credit card. Student Finance is open Monday to Thursday from 8am to 4.30pm and Fridays from 9am to 4pm. Alternatively, you could pay by direct debit once your application is complete.

**3 Pay by Internet banking**

To make a direct debit by internet banking, the information you will need is:

**IELTS fees:** NZ\$460.00  
**Account Name:** Te Pukenga - NZIST - Ara Institute  
**Account Number:** 03 0826 0169064 003

So that we can identify your payment, please fill in the following fields with the specified information:

**Particulars:** Your family name as it appears on your passport.

**Code:** Your given name as it appears on your passport.

**Reference:** IELTS

If you have any questions, please contact us on **(03) 940 8050** or **[nz021.ielts@ara.ac.nz](mailto:nz021.ielts@ara.ac.nz)**