

HOW TO APPLY FOR THE ISSUE OF ADDITIONAL TEST REPORT FORMS

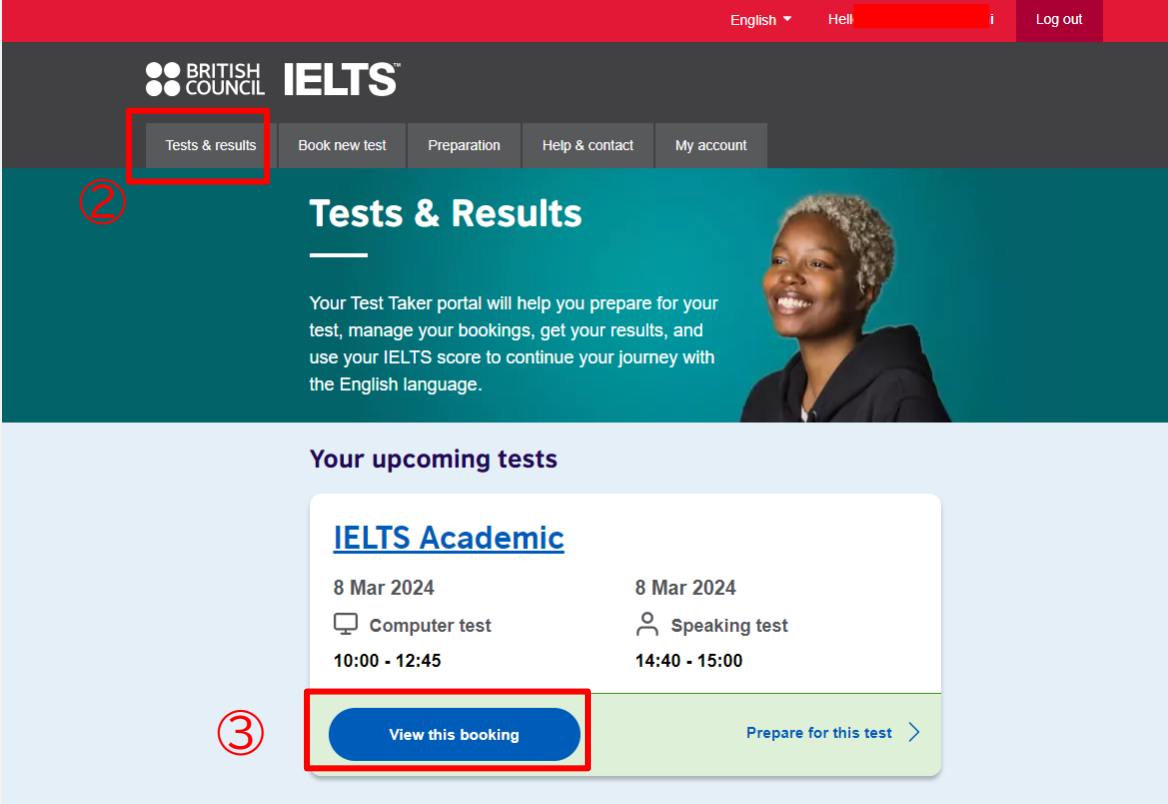
**For those who take the test
on or after 12 Dec 2023**

Apply from your Test Taker Portal account

① Log into your account (Test Taker Portal)

② Choose your test from the Tests & Results tab

③ Click on 'View this booking' button



The screenshot displays the IELTS Test Taker Portal interface. At the top, there is a red navigation bar with 'English', 'Help', and 'Log out' options. Below this is a dark grey header with the 'BRITISH COUNCIL IELTS' logo and a navigation menu. The 'Tests & Results' tab is highlighted with a red box and a circled '2'. The main content area features a teal background with the heading 'Tests & Results' and a sub-heading 'Your Test Taker portal will help you prepare for your test, manage your bookings, get your results, and use your IELTS score to continue your journey with the English language.' Below this, there is a section titled 'Your upcoming tests' which contains a card for an 'IELTS Academic' test. The card lists the date '8 Mar 2024', the test type 'Computer test' (10:00 - 12:45), and the 'Speaking test' (14:40 - 15:00). A blue button labeled 'View this booking' is highlighted with a red box and a circled '3'. A green button labeled 'Prepare for this test' is also visible.

English ▾ Help i Log out

BRITISH COUNCIL IELTS

Tests & results Book new test Preparation Help & contact My account

② Tests & Results

Your Test Taker portal will help you prepare for your test, manage your bookings, get your results, and use your IELTS score to continue your journey with the English language.

Your upcoming tests

IELTS Academic

8 Mar 2024 8 Mar 2024

Computer test Speaking test

10:00 - 12:45 14:40 - 15:00

③ View this booking Prepare for this test >

④ Choose Recognising Organisations tab

⑤ Scroll down and click on 'Choose organisations' at the bottom of the page

The screenshot shows the IELTS Academic website interface. At the top, there is a red navigation bar with 'English', 'Hello', and 'Log out' options. Below this is a dark grey header with the 'BRITISH COUNCIL IELTS' logo and navigation tabs: 'Tests & results', 'Book new test', 'Preparation', 'Help & contact', and 'My account'. The main content area is titled 'IELTS Academic: 8 March 2024' and includes the test taker's name 'Natsuko Kobayashi' and the test centre 'Berkeley House IELTS Official Test Centre'. A reference number '33-JPZZ3-5-10967142' and 'TRF number: -' are also visible. A horizontal menu contains tabs for 'Date & location', 'Test Taker', 'Results', 'Recognising Organisations', and 'Payments'. The 'Recognising Organisations' tab is highlighted with a red box and a circled '4'. Below the tabs, a light blue panel contains a 'Please note' section, a 'Sharing your results with organisations' section with a list of eligible entities (academic institutions, government agencies, professional bodies, employers), a yellow box stating 'Applications are open until 8 March 2026.', and a 'How to choose your organisations' section. At the bottom of this panel, a blue button labeled 'Choose organisations' is highlighted with a red box and a circled '5'.

⑥ Select the country where the organisation is located

⑦ Enter the name of the organisation

and choose one from the list

•e-Results: your test result is transferred electronically

→Auto-sent after you add the organisation

•TRF: Send a hard copy Test Report Form by post

→Test centre will contact you about the postal fee

⑧ You can set the condition for the score to be sent

if you have not taken the test yet

(Tick 'Yes', and enter the condition if necessary)

⑨ Click 'Add organisation' →Complete

⑥

⑦

⑧

⑨

Add an organisation [Cancel](#)

You can have your e-Results sent to as many organisations as you like, but you can only choose up to 10 TRF organisations.

Choose a country / territory: (optional)

Q United Kingdom

Q university of ca

University of Cardiff - International Division	TRF
University of Cambridge - Cambridge Admissions Office	e-Results
University of Cambridge - Graduate Admissions Office	e-Results
University of Cambridge - Board of Graduate Studies	e-Results
University of Cambridge - Centre of International Studies	e-Results
University of Cambridge - Judge Intst of MGT	e-Results

Would you like to choose conditional scores for this organisation?
We would only send your results to them if you get the score(s) you want.

No
 Yes

Add organisation

To apply for additional organisations

① Click on ‘Add another organisation’ button

② Choose another organisation

③ If you are applying for more, repeat the same process

The screenshot shows a light blue background with the following content:

- Sharing your results with organisations**

We can send your results to organisations on your behalf. These can include:

 - academic institutions
 - government agencies
 - professional bodies
 - employers
- Applications are open until 8 March 2026.** (highlighted in a yellow box)
- How to choose your organisations**

You can choose from two types of organisations

 - **e-Results:** Organisations that accept your e-Results directly from us. You can choose as many of these as you like.
 - **TRF:** Organisations that we send your Test Report Form (TRF) to on your behalf. You can only choose **up to 10** of these.
- Here are the organisations you chose which will receive your e-Results automatically:**

We will send these organisations your e-Results for you. You don't need to do anything. You can choose as many of these as you like.

 - ① **University of Cambridge - Cambridge Admissions Office** [Change](#)

Student Services Centre, New Museums Site
Cambridgeshire, CB2 1TN, Cambridge
United Kingdom

.....

You did not set any conditional scores for this organisation.
- + Add another organisation** (button highlighted with a red box)

Unable to find the organisation you are applying for?

Some organisations you are applying for may not be shown in the drop-down list.

Even in those cases, your TRF can still be sent by post. Please contact us for further information at:
ielts.testcentre@berkeleyhouse.co.jp