

Ottawa Test Site
CanTEST Registration
English Test / Examen d'anglais

November 7, 2009 at 8:30 am
University of Ottawa, SITE Building
800 King Edward Ave, room H0104

Family Name _____ First Name _____
Date of Birth _____ First Language _____
year / month / day
Sex Male Female
Type of ID _____ ID Number _____
Email _____ Phone _____
Address _____
Street _____ City _____
Province _____ Postal Code _____

Select test components or products

- COMBINED LISTENING, READING and WRITING TESTS \$120
- SPEAKING TEST \$90
- WRITING RE-TEST (see Policy #2 on reverse) \$40
- Late Registration Fee \$35
- CanTEST Information and Practice Test (Choose a delivery option)
 - Receive by REGULAR mail or in person \$30
 - Receive by EXPRESS delivery \$50

Indicate where Official Score Report should be sent

- University of Ottawa Undergraduate and Graduate Admissions (Student # _____)
- Other institution with contact name:
Complete Address: _____

If you need an Official Score Report sent to MORE THAN ONE LOCATION, you must fill out an additional form and pay an additional fee. Check the Website www.cantest.uOttawa.ca or contact the Official Languages and Bilingualism Institute.

- ▶ Enclose payment in cash, certified cheque, or money order made payable to the University of Ottawa. Personal cheques are not accepted. Amount you have enclosed: \$_____.
- ▶ **You must also enclose a photocopy of the government issued PHOTO IDENTIFICATION WITH SIGNATURE that you will bring to the test (e.g., passport).**
- ▶ Candidates MUST bring a copy of THIS FORM and their PHOTO IDENTIFICATION to the test session. Completed registration forms and fees must be RECEIVED by the Official Languages and Bilingualism Institute TEN working days before the test date. Late registrations are accepted on a space-available basis for an additional fee of \$35.
- ▶ I have read and I understand the CanTEST Policy Statements (see reverse).

_____ Date _____ Signature _____

FOR OFFICE USE ONLY

Photocopy of ID Listening, Reading, and Writing: \$120 received Cash
Speaking: \$90 received Money Order
Writing Only: \$40 received Certified Cheque
Practice Test Material: \$30 received
Practice Test Materials Regular Mail: \$50 received
Late Registration: \$35 received
Registration approved: _____ Amount Received: \$ _____ Date _____

CanTEST Test Policy

1. Candidates are required to wait three months before taking the CanTEST Listening Comprehension and Reading Comprehension components again. The waiting period for the writing and speaking components is six full weeks. This policy applies to all CanTEST Test Centres.
2. Candidates who are successful on the CanTEST Listening component and Reading component but NOT successful on the CanTEST Written test are permitted to register, after six weeks, for the "Writing Only" component, at the next scheduled test session. See Policy Statement #1 above.
3. Candidates who are successful on the CanTEST Written Expression but NOT successful on the Listening Comprehension and/or Reading Comprehension components are required to take all three components (i.e., listening, reading and writing) at the next test session that they are eligible to attend. See Policy Statement #1 above.
4. Candidates who are required to take the CanTEST Oral Interview must register specifically for this component of CanTEST. Candidates who are NOT successful on the CanTEST Oral Interview may register for this component at the next scheduled test session, provided it is at least six weeks after their previous test.
5. All candidates are mailed an Unofficial Score Report within 10 working days of the test session. Official Score Reports are sent to one university or certifying institution. The test candidate must specify the receiving institution at the time of registration; requests received later are subject to a \$15 fee. If candidates need scores sent to more than one institution, they must complete a form, "Request for an Official CanTEST Score Report," available online or from the Official Languages and Bilingualism Institute.
6. CanTEST scores are valid for two years after the testing date. After two years, records of test results are destroyed.
7. Registration forms and fees must be RECEIVED at the Official Languages and Bilingualism Institute TEN working days prior to the test session. It is the candidate's responsibility to allow adequate time for the forms to arrive by mail. The CanTEST office reserves the right to close registration prior to the deadline if the session is full. Late registration is accepted on a space-available basis for an additional fee of \$35. Test session registration is not usually confirmed. Receipts are issued at the testing session.
8. Candidates who cancel at least ten business days prior to the test session will receive a refund, less a \$20 administration charge. Candidates who cancel less than ten business days before the testing session will not receive a refund, but they may transfer their registration and fees to the NEXT scheduled test session.
9. CanTEST Test Registration fees are subject to change without notice.
10. CanTEST Practice Materials are non-refundable. It is the responsibility of the candidate to provide an accurate and clear mailing address when ordering Practice Materials. Additionally, when Practice Materials are requested to be mailed by courier, it is the candidate's responsibility to follow the instructions of the Purolator office with regards to the delivery or pick-up of the materials during the dates and times specified by the Purolator office.
11. The CanTEST is a test of English proficiency; it is not a diagnostic test. For this reason and for test security, exam papers can not be viewed by test candidates. Your profile of scores will tell you in which general skill area you need improvement—listening, reading, writing, or speaking.
12. By writing the CanTEST you are giving permission to Language Testing Services to use aggregated scores and demographic information for research purposes.

For more information, please contact:

Language Testing Services
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Ottawa, Ontario K1N 6N5
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Fax: (613) 562-5126
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