

# CanTEST Registration

Ottawa Test Site

English Test / Examen d'anglais



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

## Official Score Report

University of Ottawa Undergraduate and Graduate Admissions  (Student # \_\_\_\_\_)  
 Other institution with contact name and address: \_\_\_\_\_  
 \_\_\_\_\_

Official Score Reports are only sent to recognized institutions and professional organizations.

Requested Test Date: \_\_\_\_\_

## Select a Test Option

<input type="checkbox"/> Listening, Reading and Writing Only (\$160)	<input type="checkbox"/> Listening, Reading, Writing and Speaking (\$250)	<input type="checkbox"/> Writing Only (re-test) (see Policy #2 on reverse) (\$50)	<input type="checkbox"/> Writing and Speaking Only (re-test) (see Policy #2 on reverse) (\$140)	<input type="checkbox"/> Speaking Only (\$90)
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## Select the test materials you would like to purchase (please choose one):

<i>CanTEST English Practice Test</i>	<i>English Cloze Test Practice Book</i>	<i>CanTEST English Practice Test and English Cloze Test Practice Book</i>
<input type="checkbox"/> Regular Mail (\$40) <input type="checkbox"/> Express Delivery (\$60)	<input type="checkbox"/> Regular Mail (\$15) <input type="checkbox"/> Express Delivery (\$35)	<input type="checkbox"/> Regular Mail (\$50) <input type="checkbox"/> Express Delivery (\$70)

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.

Registration forms and payments (money orders mad payable to the University of Ottawa) must be returned to:  
 Language Testing Services, Official Languages and Bilingualism Institute  
 70 Laurier Avenue East, room 130  
 Ottawa, ON  
 K1N 6N5

Candidates **MUST** bring a copy of THIS FORM and their PHOTO IDENTIFICATION to the test session.

### FOR OFFICE USE ONLY

Amount Received: \$ \_\_\_\_\_ Registration approved: \_\_\_\_\_ 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 emailed 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 \$45 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. Language Testing Services 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. Cancellation Policy
  - Candidates who cancel before the registration deadline (ten business days before the test) will be charged a \$50 cancellation fee. The remainder of the test fees will be refunded. Candidates who register for the test after the registration deadline, may not cancel their registration but may choose to transfer their registration. See below for more information about transfer requests.
  - Candidates who cancel after the registration deadline (less than ten business days before the test) will not receive a refund; they may request to transfer their registration and fees to another scheduled test session. There is a fee for this service. Please see the transfer fees listed below.  
**Transfer Fees:**
    - Listening, Reading and Writing - \$60
    - Listening, Reading, Writing and Speaking - \$120
    - Writing Only - \$30
    - Speaking Only - \$60
  - Candidates who do not attend their scheduled test can request to transfer their registration to another scheduled test session. They MUST contact Language Testing Services within the five business days that follow the test session. The above transfer fees apply to this service as well.
  - Preparation materials are non-refundable.
  - All requests to cancel or transfer registration for a test must be emailed to [CanTEST@uOttawa.ca](mailto:CanTEST@uOttawa.ca).
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 cannot 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 agreeing to these policies, you are implicitly agreeing to the use of your responses, scores, and demographic data for test validation and research purposes, with the goal of improving the test for future test takers. The test research will be reported in internal documents as well as specialist publications and meetings related to language assessment. Your test information will remain completely confidential: it will never be reported in a way that could identify you.

**I have read and I understand the CanTEST Policy Statements.**

\_\_\_\_\_ Date

\_\_\_\_\_ Signature