

**AGREEMENT ON
IELTS TEST ADMINISTRATION
IN THE REPUBLIC OF MACEDONIA**

This agreement has been made between

The British Council, bul.Goce Delcev 6, Skopje, Macedonia
(hereinafter referred to as the Council)

and

the University of Oslo ,International Education Office,
(hereinafter referred to as the University)

who agree on the following:

ARTICLE 1: DESCRIPTION OF AGREEMENT

This agreement is entered into for the purposes of regulating conditions for administering the IELTS test in the Republic of Macedonia by the Council for the University.

This agreement is valid from March 2012 to June 2013.

ARTICLE 2: EXAM DATES SELECTION AND BOOKING

Test dates are chosen by the University according to the current year calendar of IELTS fixed dates testing, for 11 available annual dates (once per month, excluding August).

At the beginning of each academic year, the University shall notify the approximate number of candidates to the Council, thus reserving the places for the particular test date. The exact number of candidates shall be confirmed latest 6 weeks before the test date. This is done by University completing the attached IELTS booking form that shall be sent to the British Council office via email (exams@britishcouncil.org.mk) at 6 weeks before the test date latest. Additional candidates may be registered after this deadline, depend on the availability of extra test papers.

ARTICLE 3: REGISTRATION AND ADMINISTRATION FEE

IELTS candidates register individually online at: <https://ielts.britishcouncil.org/macedonia> at least 10 days before the test date, and provide 2 photos and photocopy of the identification documents at least 1 week before the test date, by post or in the exams drop-up mailbox available at Council's entrance.

Each candidate shall receive confirmation of the application and free access to online preparation software "Road to IELTS".

In cases of change of pricing, the British Council Macedonia will issue a prior amendment to the University.

ARTICLE 4: RESULTS

Candidates' results (TRF and their reference numbers) shall be sent to candidates, on the 13th day after the test date. The University checks candidates' results online. In cases where the University has continued problems accessing the online IELTS results platform, results shall be printed out by the Council and sent to the University, on demand basis.

ARTICLE 5: PAYMENT PROCEDURE

The IELTS test price is MKD 8300 or 135 €.

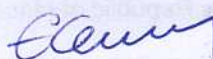
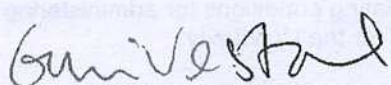
The University shall be invoiced in either MKD or EUR, for the number of candidates reported at the 6 weeks cut-off date. Absent candidates who have not been reported previously, shall not be exempted from payment.

ARTICLE 6: WITHDRAWAL OF ENTRIES

If registered candidate is absent from the test and proof of absence is provided for health or bereavement or accident reasons, the IELTS exam fee shall be refunded less a 20% for local administrative costs.

For the University of Oslo
International Education Office
Norway

For The British Council Macedonia,
bul. Goce Delcev 6, Skopje,
Republic of Macedonia



March 2012

The consultant/supplier is required to undertake all work in accordance with the principles of equal opportunity and the British Council's Equal Opportunity Policy and values as supplied and accessible at <http://www.britishcouncil.org/home-diversity-eopolicy.doc>