



**IELTS USA
E-Download Guide
for Recognizing
Organizations**

SCORE DELIVERY

IELTS results are available 13 days after the test is taken. Test takers receive one personal copy of their paper Test Report Form and IELTS test centers are then responsible for sending IELTS scores directly to receiving organizations, on the test taker's behalf. Test centers are not permitted to give results over the phone or by fax or email.

IELTS results are delivered to receiving organizations by postal mail (default) or electronic download (opt-in service). IELTS does not use institution codes, so it is important for institutions to provide instructions about their preferred method of IELTS score delivery to prospective applicants.

Receiving organizations should only accept results received from IELTS test centers, not directly from test takers.

TEST TAKERS have two options when requesting their IELTS test results.

1. They can select/nominate the institution(s) where they want their scores to be sent when they register to take the test. There is a pull-down menu they use to select the institution(s). If they do not see the institution listed in the pull-down menu, they can manually type the information in the blank fields.
2. They can wait until their results have been released and then contact the test center where they took the test to request scores to be sent to the institution(s) of their choice. They will need to provide the test center with the name, department (if applicable) and address of the institution(s).

RECEIVING TEST RESULTS BY ELECTRONIC DOWNLOAD (E-DOWNLOAD) SERVICE

When a school registers to use the e-download service, **they opt out of receiving paper score results**. Sometimes institutions are not able to find an applicant's scores in their electronic download because the test taker bypassed (or chose the wrong) institution from the pull-down menu list of institutions. Or, the test taker contacted the test center and provided them with different information than what IELTS has on file (for example, a different address), and the test center selected the incorrect e-download account.

Below is some sample website copy we developed, and recommend institutions use as a means of providing instructions for IELTS test takers to request their scores.

We encourage all institutions to list all English language proficiency exams and admission requirements separately under the heading *English Language Proficiency Requirements* or *Admission Requirements for English Proficiency*.

We require all applicants whose first language is not English to adequately demonstrate English competency as a part of the application process. Students may demonstrate competency by submitting scores from IELTS or **{insert other English proficiency exams here}**. Our institution requires an overall band score of a **{insert required score here}** or higher on the IELTS.

{Insert institution name and department name here} only accepts IELTS results delivered to our Electronic Download account by the IELTS test center. No paper Test Report Forms will be accepted. An institution code for IELTS is NOT required. Please contact the test center directly where you took the IELTS test and request that your test scores be sent to the following E-Download account using the IELTS system. All IELTS test centers worldwide are able to send scores electronically to our institution.

You must provide the following information to the test center where you took the test when requesting your scores:

E-Download Account Name
Address (associated with E-Download account)

Sample Website Copy about Score Delivery

USING E-DOWNLOAD

When you register to receive IELTS score results by e-download, you assign someone to act as the administrator of the e-download account. This person is then able to add multiple users. It is important to contact IELTS USA when you have a change of administrator.

IELTS ELECTRONIC SCORE DOWNLOAD SERVICE (E-DOWNLOAD)

Step 1 – Log in at <https://ielts.ucles.org.uk/ielts-trf/index.jsp> using the e-mail address you provided on your application form and the password from the registration e-mail you received

Step 2 – Click on “**Download Results**” from the menu on the left

Step 3 – Specify a date range for the results you want to retrieve, which **MUST include the date the test was TAKEN**.

Step 4 – Choose the format in which you want your results displayed, either XML* or CSV
**Results including test-taker photos are only available in the XML format*

Step 5 – Click “**Submit**” to download a list of all test results that were sent to your institution within the specified date range.

Start Date:

05 Apr 2015

End Date:

05 Apr 2017

The date range inputted generates a search based on IELTS test dates (the date the candidates sat their test) and not IELTS score release dates. Please note IELTS scores are released 13 calendar days after the test date.

Select the file type which you wish to download:

Your request will appear under the Latest Download heading.

xml csv [File types explained](#)

Select file type to download IELTS results for UK Visas and Immigration

xml csv

You will need to specify the date range and the format to output to: either XML or CSV. We recommend always pulling a two-year range.

You will also need to determine whether you need to retrieve UKVI results in addition to standard test results. We recommend you periodically conduct this download as well.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S		
1	231	1	11/02/2005	11/02/2006	GB599	1	123456789	11/02/2005	A	Smith	John	01/02/1972	M	3	4	5	6	4.5	05GB0000015MU599A	
2	231	1	11/02/2005	11/02/2006	GB599	4	CamVyaPwIT	11/02/2005	A	Walder	Robert	26/12/1979	M	7	5	6	6.5	05GB0000048UR599A		
3	231	1	11/02/2005	11/02/2006	GB599	2	NP 123456789	11/02/2005	A	Jones	Gillian	02/03/1965	F	5	5	7	8	6.5	05GB0000020JVI599A	
4	231	1	11/02/2005	11/02/2006	GB599	6	JJHhKkCyDg	11/02/2005	A	Sachar	Charlene	21/02/1965	U	3	4	5	4	4	05GB0000095RDC599A	
5	231	1	11/02/2005	11/02/2006	GB599	3	IB 254 JH 365	11/02/2005	A	Amitt	Lorán	05/02/1947	F	1	2	3	4	2.5	05GB0000094ULL599A	
6	231	1	11/02/2005	11/02/2006	GB599	5	MN 2545 ples	11/02/2005	A	Machewry	William	03/01/1957	M	9	7	5	7	8	8	05GB000005VACV599A

Sample of score results delivered in CSV format.

For a visual preview of each step, please go to the Online Results Verification and Electronic Score Download Services demo.
<https://ielts.ucles.org.uk/ielts-trf/demo.html>

HELPFUL TIPS

- To see new IELTS results sent to your e-download account, you need to log into the system regularly. IELTS scores are not automatically pushed into your system.
- It is best to use as wide a date range as possible to display all new results every time you log into the system, regardless of whether you have downloaded the dates previously. Candidates may request to send their results to your institution anytime between their results' 2-year validity period. The dates refer to the date the student took the test.
- IELTS results are released 13 days after the test date and can take an additional 24 – 48 hours after the release for the data to be displayed on the website.
- Candidates must request their results be sent to your institution directly through the test center where they took the test. In the event that a particular candidate's results are not displayed in your e-download file, please confirm that the candidate listed your organization on their IELTS application or made a request through the test center.
- An interface has been developed to allow IELTS scores to be imported into PeopleSoft Campus Solutions versions 8.0 and 8.9. This interface enables users to download PeopleSoft projects to be applied to their PeopleSoft Campus Solutions. IELTS scores can then be imported in the same way as other test scores.
- The candidate photo is only available in XML format and is not transferred as part of the CSV download. The photo in the XML file will be displayed as encoded data and requires a decode algorithm to view as an image. The file formats are detailed below.

If you have any questions about the IELTS Online Results Verification or E-download, please contact us at stakeholders@ieltsusa.org.

XML FIELDS	FORMAT
DownloadID (attribute)	Integer – max 10 digits
PartNo (attribute)	Integer – max 10 digits
OrganisationID (attribute)	Integer – max 10 digits
StartDate	“CCYY – MM –DD” e.g. 2004-06-28
EndDate	“CCYY – MM –DD”
Candidate.CentreNumber	String – 5 chars
Candidate.CandidateNumber	Integer – max 6 digits
Candidate.CandidateID	String – max 20 chars
Candidate.TestDate	“CCYY – MM –DD”
Candidate.ModuleType	“A” or “G”
Candidate.FamilyName	String – max 50 chars
Candidate.FirstName	String – max 50 chars
Candidate.DateOfBirth	“CCYY – MM –DD”
Candidate.Gender	M,F or U
Candidate.Score.ListeningTest	Decimal – max 999.9
Candidate.Score.ReadingTest	Decimal – max 999.9
Candidate.Score.WritingTest	Decimal – max 999.9
Candidate.Score.SpeakingTest	Decimal – max 999.9
Candidate.Score.Overall	Decimal – max 999.9
Candidate.TRFNumber	String – max 20 chars
Candidate.Photo	Base64 encoded binary image unbounded size but probably around 8K in size per candidate.

CSV FIELDS	FORMAT
DownloadID	Integer – max 10 digits
PartNo	Integer – max 10 digits
StartDate	“DD/MM/CCYY” e.g. 28/06/2004
EndDate	“DD/MM/CCYY”
CentreNumber	String – 5 chars
CandidateNumber	Integer – max 6 digits
CandidateID	String – max 20 chars
TestDate	“DD/MM/CCYY”
ModuleType	“A” or “G”
FamilyName	String – max 50 chars
FirstName	String – max 50 chars
DateOfBirth	“DD/MM/CCYY”
Gender	M,F or U
ListeningTest	Decimal – max 999.9
ReadingTest	Decimal – max 999.9
WritingTest	Decimal – max 999.9
SpeakingTest	Decimal – max 999.9
Overall	Decimal – max 999.9
Candidate.TRFNumber	String – max 20 chars

(the order of the data items will correspond to the layout of the CSV file)