

Worldwide Testing Terms & Conditions

These Terms and Conditions apply to AEAS testing in all locations. The AEAS Prohibited Smart Device Policy forms part of these Terms and Conditions and applies to all students sitting an AEAS test.

1. Registration

Students must register online at www.aeas.com.au by completing the AEAS registration form in full and with accurate information. Any testing undertaken on the basis of inaccurate information will be considered invalid, and the student may be banned from re-testing or allowed to re-test at their own cost.

Registration closes **7 business days** before test dates in China and Hong Kong, and approximately **5 business days** before test dates in all other locations. If no suitable test date is shown on the website, please contact AEAS (Section 3), as places may be available in a scheduled test session at short notice.

2. Test fees and payment

Test fees must be paid online at the time of registration:

- **China:** Alipay
- **All other countries:** credit card

Families testing in Iran cannot pay online by credit card. Payment instructions are provided in the Registration Confirmation email.

Any questions or problems with payment should be directed to AEAS (Section 3).

3. Contacting AEAS

All requests, notifications and enquiries referred to in these Terms and Conditions must be made in **writing**, by email to:

- **China:** AEAS China – infochina@aeas.com.cn
- **All other countries:** AEAS Head Office – admin@aeas.com.au

4. Attending the test session

Arrival

Students must arrive at least **30 minutes** before the commencement time to complete registration and security checks. Students who arrive late will not be admitted to the test session and will not be allowed to complete any part of the test.

Proof of identification

All students must present an **original**, valid passport or other national identity card on arrival. The identification **must** include a photo. The Test Administrator will check the photo ID on the day of testing. If the photo ID does not appear to match the student, an alternative photo ID will be requested; if the student's identity cannot be verified, the student will not be permitted to sit the test on that day.

Non-attendance

Students who arrive late, who cannot produce valid photo identification, or who fail to attend on the day of testing – for any reason – are not eligible for a refund or test date transfer.

5. Documents to bring on the day of testing

Students must bring:

- the original and one copy of a valid passport or other photo identification
- one passport-sized photo (taken within the last three months)
- the original and one English-translated copy of the student's most recent academic school report (the copy must be notarised or certified as a true copy)
- the original and one copy of evidence of the student's current school (academic or language school) – a report, letter of offer or student card stating the student's name, the year, and the course or year level enrolled in
- black pen(s)

Other supporting documents, such as educational psychological reports describing a student's learning needs, may also be provided.

School report requirements

The original school report and its English translation must specify the:

- name of the student
- date of birth
- name of the school
- year level of study
- academic year (e.g. September 2026 to July 2027)

- subjects studied and results
- date of the school report
- school stamp

If any documentation does not meet these requirements, AEAS may, at its discretion, refuse the student entry to testing on the day or allow the student to provide compliant documentation within **10 business days** of sitting the test. In the latter case the AEAS Report will be issued 10 business days after the valid document is received, unless a Priority Report has been requested and paid for (Section 9).

If valid documentation is not provided, the AEAS Report will be withheld and no test fees will be refunded.

6. Test session security

AEAS maintains a high level of security during test sessions and reserves the right to implement reasonable security measures to protect the integrity, confidentiality and validity of the AEAS Test. All students must undergo security checks before entering the test room, may be asked to demonstrate that they have no prohibited items concealed on their person, and must comply with reasonable instructions from Test Administrators relating to security screening and prohibited items.

Prohibited items

The following must be left outside the test room and will not be permitted into the test room under any circumstances. Belongings left outside the test room are left at the student's own risk.

- bags, pencil cases, folders and similar items
- mobile phones, watches, calculators, electronic dictionaries, electronic pens and any other electronic devices
- wearable technology and any other prohibited device (see the AEAS Prohibited Smart Device Policy)
- any other belongings not directly required to complete the AEAS test

Only a black pen is permitted in the test room.

Conduct during testing

- Students must not speak during testing.
- Students must not observe other students' test papers.

Breaches

Students who do not adhere to these regulations will be asked to leave the test session. Students

found with prohibited items after entering the test room will be asked to leave the test immediately and will not be able to sit an AEAS test for a further **three months**. AEAS may also take additional action under these Terms and Conditions, including withholding or cancelling test results, refusing future test bookings, or imposing further restrictions on future testing eligibility. Students asked to leave a test session are not eligible for a refund or test date transfer.

7. Cancelling or changing a test registration

Requests to cancel a test registration or change a test date must be made in writing to AEAS (Section 3). The refund or rescheduling options available depend on when AEAS receives the request:

Request received	Refund	Reschedule
More than 14 days before the test	75%	Change date once, free
10 to 14 days before the test	50%	Change date once, free
Less than 10 days before the test	No refund	No change
After the scheduled test date	No refund	No change

Students may change their test date **once only**, by submitting a written request a minimum of 10 business days before the scheduled test date. AEAS will process the request as soon as possible after receipt and will provide a new test date based on availability.

Where a refund is made to an overseas bank account, the currency conversion rate listed on the AEAS bank account site on that day will apply, and any bank fees will be borne by the student.

8. Re-taking the AEAS test

A **90-day** restriction applies to re-taking the AEAS test: students may register for re-testing no earlier than 90 days after the date of their last test. When registering, students must state the date of their previous test and provide their previous AEAS test registration number (shown on the first page of the AEAS Report).

If a student is found to have sat the test within 90 days of a previous test, the AEAS Report will be withheld and no test fees will be refunded. AEAS reserves the right to deem the results of any test that does not adhere to this policy invalid.

9. AEAS Reports

Issue of results

AEAS Reports are issued within **10 business days** from the test date and emailed to the address given on the registration form. Students are responsible for ensuring this address is correct and legible; AEAS takes no responsibility for issuing the Report after 10 business days where an incorrect or illegible email address was provided. The Report will also be delayed if the documentation required at registration has not been provided to AEAS.

Distribution to schools and agents

The AEAS Report will be sent, free of charge, to up to three schools nominated by the student, and to the student's education agent where one is nominated on the registration form. Reports are emailed to nominated schools and agents on the same day they are sent to families.

Parents and guardians acknowledge and agree that a copy of the AEAS Report, the academic record and any other documents provided by the parent will be sent to the schools the student is applying to enter.

Priority Reports

Students may request in writing that their AEAS Report be issued earlier than 10 business days, for the following fees:

- within 4–5 business days: AUD \$75.00 / RMB 360
- within 6–8 business days: AUD \$50.00 / RMB 240

Withheld Reports

AEAS will withhold the AEAS Report where:

- there are concerns regarding the validity of the test results or the student identification provided
- a valid academic school report or other required documentation has not been provided (Section 5)
- the student has sat the test within 90 days of a previous test (Section 8)
- the student's results have been selected for auditing, or the student declines to participate in the audit process (Section 11)

- the student is deemed by AEAS to have disclosed details of their test session, including but not limited to test materials and procedures, to any third party without the written approval of AEAS
- the student is found to have breached test security requirements, including possession or use of a prohibited device or prohibited wearable technology during the test session (Section 6)
- the student is found to have attended an unofficial AEAS preparation course (Section 14)

No test fees will be refunded in these circumstances.

Confidentiality

Individual student results are strictly confidential. Requests for further information regarding a student's results should be made in writing to AEAS (Section 3).

10. Results enquiries (re-marking)

Students may apply in writing to AEAS (Section 3) for any sub-test to be re-marked. Requests must be made within 5 business days of receiving the AEAS Report.

A fee of AUD \$50.00 / RMB 240 (or the equivalent in local currency) applies for each sub-test re-marked. This fee will be refunded in full if the re-marked result is higher than the original score. The process may take up to 5 business days to complete.

11. Test score auditing

AEAS conducts regular auditing and analysis of all test results from AEAS test sessions worldwide. Students who achieve results deemed inconsistent with any of the following will be investigated:

- their English learning background (as given in the AEAS interview)
- their prior AEAS test scores
- AEAS regional test score profiles
- their abilities in other skill sets, where an inflated score is achieved in one or more sub-tests

Students under investigation may be required to undertake any or all of the following:

- a telephone interview conducted by AEAS, Melbourne
- a re-test in selected or all sub-tests, at the student's own cost. Where achievement on the

re-test is consistent with the original results, the re-test fee will be refunded in full.

Where a student declines to participate in the audit process, AEAS reserves the right to withhold the student's AEAS Report and/or deem the test results invalid. No test fees will be refunded in these circumstances.

12. Cancellation of test scores and AEAS Reports

AEAS reserves the right to cancel any AEAS test score or AEAS Report where there is sufficient evidence, as determined by AEAS, that a student has engaged in any activity affecting the validity of their results, or where a Report is deemed to be invalid, fraudulent or to show any irregularity. In such cases AEAS may decline to issue the AEAS Report.

Any AEAS Report that has been changed from the original issued by AEAS, by any party other than AEAS, prior to submission to schools will be cancelled and the results registered as invalid.

Where a test score or Report is cancelled, the student may be permitted to re-take the AEAS test at their own cost, or may be banned from re-taking the AEAS test for a period of six months or in the future. No test fees will be refunded in these circumstances.

13. Special requirements

AEAS may make special arrangements and/or give special consideration to students with a hearing or visual impairment. Requests must be made in writing to AEAS (Section 3) at least **one month** before the test date and must be supported by a medical certificate.

Most AEAS test centres arrange for students across all year levels to take the written tests, including the listening test, together in one room.

14. AEAS preparation courses

Students may participate in an AEAS School Preparation Course or The Official AEAS Test Preparation Course. For information, please refer to www.aeas.com.au/preparation-courses or contact AEAS (Section 3). All official AEAS Preparation Course providers display an official AEAS Course Partner Certificate.

An unofficial AEAS preparation course is any course that uses the AEAS name, logo and/or any other AEAS branding without the written permission of

AEAS, or that falsely claims a relationship with AEAS. The test results of any student found to have attended an unofficial AEAS preparation course will be deemed invalid and the AEAS Report withheld. The student may be banned from AEAS testing or required to re-take the AEAS test at their own cost. No test fees will be refunded in these circumstances.

15. General conditions

- **Decisions of AEAS.** Any decision made by AEAS under these Terms and Conditions – including decisions regarding the validity of results, refunds, re-testing, the withholding or cancellation of a test score or AEAS Report, and bans from future testing – is at the sole discretion of AEAS and is final.
- **Notification of schools and agents.** AEAS reserves the right to inform the student's nominated Australian schools, English language colleges and education agent of the outcome of any test score audit, re-marking, or cancellation of a test score or AEAS Report.
- **Refunds.** Except where these Terms and Conditions expressly provide for a refund, no test fees will be refunded where a student is refused entry to or removed from a test session, fails to attend, or where a test score or AEAS Report is withheld, cancelled or deemed invalid.