

**CANTEST REGISTRATION FORM (Please Print)**

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

First Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

 Date of Birth: \_\_\_\_\_ Gender: Male Female What is your first language? \_\_\_\_\_  
MMM/DD/YYYY

 Type of Government Issued Photo Identification: \_\_\_\_\_ Photo Identification # \_\_\_\_\_  
(Passport, PR Card, Drivers Licence, Student Card, etc.) Please bring this photo identification with you to the test

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apartment/Suite: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Previous CanTEST date: \_\_\_\_\_

If you are interested in requesting that an Official Score Report be sent to a designated institution, please check any of the boxes below. (Please note that Official Score Reports are not issued to candidates. Non Official Score Reports will be emailed to candidates).

University of Manitoba: Admissions (No Charge); U of M Student Number (if applicable): \_\_\_\_\_

University of Manitoba: Faculty of Graduate Studies (No Charge); U of M Student Number (if applicable): \_\_\_\_\_

 Other Institution or Licencing Body – *You must provide the complete mailing address: \$15.00 per request*

 Institution: \_\_\_\_\_ Attention: \_\_\_\_\_  
It is the responsibility of the candidate to provide an accurate and clear mailing address

 Address: \_\_\_\_\_  
Street/Box Number City/Province Postal Code
**Payment Summary (check all that apply):**

Basic Test - Listening, Reading and Writing (\$140.00)

Speaking Test Only (\$60.00)

Full Test - Listening, Reading, Writing &amp; Speaking (\$200.00)

Writing Test Only (\$60.00)

Official Score Report (\$15.00 per request)

**CanTEST Preparation Materials (Optional):**

The English Language Centre has practice material available for purchase. Candidates must pick up material from our general office (520 University Centre). Material will not be mailed out.

CanTEST Information and Practice Test (66 pages) includes: Test strategy information, full Listening test including audio CD, full Skim and Scan test, full Reading Comprehension test (including cloze test), and answer key (\$30.00)

Cloze Test Practice Book (26 pages) includes: information about test, 10 practice cloze tests and answer key (\$12.00)

Completed registration forms and fees must be RECEIVED by the English Language Centre TEN business days before the test date.

Registration forms and payments (cheques and money orders made payable to the University of Manitoba) must be returned to:  
 English Language Centre  
 520 University Centre  
 Winnipeg, MB R3T 2N2  
 Fax# (204) 275-8098

Candidates MUST bring their RECEIPT and their PHOTO IDENTIFICATION to the test session.

**CanTEST Test Policy**

**Re-testing:** Candidates are required to wait three months before taking the CanTEST Listening and Reading components again. The waiting period for the Writing and Speaking components is 6 full weeks. This policy applies to all CanTEST Test Centres.

**Registering for Writing Only:** Candidates who are successful on the CanTEST Listening and Reading components but NOT successful on the Written test are permitted to register, after 6 weeks, for the "Writing Only" component, at a scheduled test session.

**Success on Only One Component:** Candidates who are NOT successful on the Listening and/or Reading components and who wish to register for the test again are required to take all three components (i.e., Listening, Reading and Writing). See policy statement #1 above.

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**Speaking Test:** Candidates who are required to take the Speaking Test must register specifically for this component of CanTEST. Candidates who are NOT successful on the Speaking Test may register for this component at a scheduled test session, provided it is at least 6 weeks after their previous test. Interviews are scheduled in the order in which the registration forms are received.

**Score Reporting:** All candidates are emailed an Unofficial Score Report within ten business days of the test session. Candidates may request Official Score Reports be sent to recognized academic institutions or professional organizations at a cost of \$15.00. If candidates require scores be sent to more than one institution, they must pay for each Official Score Report. Official Score Reports are sent directly to recognized academic institutions or professional organizations only. Official Score Reports will not be sent to candidates. \*\*\*There is no charge for Official Score Reports sent to the University of Manitoba Admissions and the University of Manitoba Faculty Of Graduate Studies. Please note request on registration form.

**Score Validity:** When a candidate repeats one or more sections of the test, only the most recent test scores are reported. The previous scores for the repeated sections are no longer valid and will not be reported. If a section is not repeated, the score will be reported with original test date. CanTEST scores are valid for two years after the testing date. After two years, records of test results are destroyed. Expired test results will not be reported.

**Registration Deadline:** Registration for the CanTEST closes ten business days prior to the test session; however, the English Language Centre reserves the right to close registration prior to this date if the session is full. After the registration deadline, late registrations are accepted on a space-available basis. Registration forms and fees submitted by mail must be received at the English Language Centre before registration closes. It is the candidate's responsibility to allow adequate time for the forms to arrive by mail.

**Cancellation Policy:** Candidates who cancel before the registration deadline (ten business days before the test) will be charged a **\$50.00** cancellation fee. The remainder of the test fees will be refunded. Candidates who cancel after the registration deadline (less than ten business days before the test) will not receive a refund. Candidates who do not attend their scheduled test will forfeit all test fees. Registration cannot be transferred to a different test date or to another candidate. All cancellations must be submitted in writing to [elc@umanitoba.ca](mailto:elc@umanitoba.ca)

**Fees:** CanTEST Test Registration fees are subject to change without notice.

**CanTEST Preparation Materials:** Preparation materials are non-refundable.

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. By writing the CanTEST you are giving permission to the CanTEST Office and the English Language Centre to use aggregated scores and demographic information for research purposes.

*Your personal information is being collected under the authority of The University of Manitoba Act. The information you provide will be used by the University for the purpose of registering you into the test, and for communication. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2*

Have you taken the CanTEST before?    No    Yes    If yes, date of test: \_\_\_\_\_

I have read and I understand the CanTEST Policy Statements.

Date: \_\_\_\_\_ **Signature of Candidate:** \_\_\_\_\_

**Attention Cardholder:**

E-mail is an unsecure medium and as such, we cannot guarantee the security of any credit card information transmitted by e-mail; it is therefore highly recommended that this form be returned to our office by fax. If this form is submitted to our office by e-mail, the cardholder assumes all risk and liability involved in the transmission of their information.

<b>Visa</b>	<b>MasterCard</b>	<b>Cheque</b>	<b>Money Order (payable to The University of Manitoba)</b>	<b>Total Amount:</b> \$ _____
<b>#</b> _____				<b>Expiry Date:</b> _____
<b>Signature of card holder</b> _____				<b>Name of card holder:</b> _____

By completing this form I authorize the English Language Centre to charge my credit card for the amount in the "Total amount to be charged" area indicated above.

Office Use Only

Amount Received: \$ \_\_\_\_\_ Registration Approved: \_\_\_\_\_ Date: \_\_\_\_\_