

# Test Taker Handbook



# About IDAT

The International Diagnostic and Admissions Test (IDAT) is revolutionising schools' admissions and diagnostics for beginning students. As the world becomes more international and students are global citizens, it is less and less likely that a student will complete all of his/her schooling in one learning environment. As families search for the best learning opportunities for their students, who are increasingly becoming global citizens, it becomes more difficult for schools to select students who are a good fit for their institutions, and how best to meet the students' learning needs.

## Contact us

Website: [www.idat.org](http://www.idat.org)

Phone: +61 2 8316 6633

Email: [info@idat.org](mailto:info@idat.org)

General enquires: Leave message on website



# Test Structure

## Four parts of the test



### English

#### Reading & Writing

The English curriculum for IDAT assesses grammar, vocabulary, punctuation, phonics and spelling through multiple-choice questions. The writing is conducted using a keyboard with students needing to demonstrate comprehensive English skills, text type knowledge, sentence creation and variance and appropriate register, as required of the tasks. The reading texts, as appropriate to age and grade level, require students to identify themes, details, characters, literary devices and understanding.

#### Speaking & Listening

The speaking and listening are assessed in an innovative method which moves away from decades old inauthentic audio scripts. Instead, IDAT simulates a real classroom and social environment in having students conduct a conversation with an avatar. Listening comprehension and abilities are based on students' abilities to understand questions, listen to the avatar tell stories and recount details of what is understood. The speaking element requires students to respond to relevant questions for schools to get to know a student and extended speeches which tell narratives, express points of view and show critical thought.



### Mathematics

Students will complete between 14-24 multiple-choice math problems. They will have 2-3 questions per type of math listed on the outline of the Stage test. The test includes algebra, geometry, measurement, statistics, equations, etc., and the test will comprehensively examine students' mathematical knowledge and problem-solving skills. For questions requiring a calculator, the calculator will appear on the screen for students to use.



### Global Knowledge

The Global Knowledge has four sections with three main outcomes to assess. The sections are Logic (including transformation, patterns, problem-solving and deductive skills), history, geography and science. The logic component helps to demonstrate a student's cognitive strengths. The history, geography and science section show how well the student knows certain topics from social sciences and also, as this portion of the test has study worksheets available, demonstrates how well a students can study and commit information to memory for the purposes of testing.



### Character

The character test is a positive experience for student as they self-assess their attitudes, appetites and aptitudes in communication, creative thinking, risk-taking and collaboration. The students complete easy multiple-choice and ranking activities which, when consolidated, make positive statements to help schools get to know their students and their executive skills.

# Test Outline

The IDAT has 6 Stages based the year of study. The test duration, the content and the difficulty are set rigorously and reasonably according to the stage of the test taker.

The test scope of the Global Knowledge is updated every three months. Please check out the current test topics at IDAT official website.



## Stage 1 / Year 1-2 (UK)/Kindy-Year 1 (USA)

SUBJECT	TIME	QUESTION TYPES	AMOUNT
English	65 mins	Grammar, vocabulary, reading (20 mins) Writing (20 mins) Interview (15 mins)	22 2 10
Mathematic	15 mins	Algebra Geometry Measurement Numbers Probability Statistics	15
Global Knowledge	15 mins	Science History Geography Logic	20
Character	20 mins	Self-awareness Risk-taking, Adaptation & Resiliency Creativity & Problem Solving Communication & Empathy	35



## Stage 2 / Year 3-4 (UK)/ Year 2-Year 3 (USA)

SUBJECT	TIME	QUESTION TYPES	AMOUNT
English	70 mins	Grammar, vocabulary, reading (35 mins) Writing (20 mins) Interview (15 mins)	24 2 10
Mathematic	20 mins	Algebra Geometry Measurement Numbers Probability Statistics	16
Global Knowledge	15 mins	Science History Geography Logic	20
Character	20 mins	Self-awareness Risk-taking, Adaptation & Resiliency Creativity & Problem Solving Communication & Empathy	35



## Stage 3 / Year 5-6 (UK)/Year 4-Year 5 (USA)

SUBJECT	TIME	QUESTION TYPES	AMOUNT
English	85 mins	Grammar, vocabulary, reading (35 mins) Writing (30 mins) Interview (20 mins)	24 2 10
Mathematic	25 mins	Algebra Geometry Statistics Problem Solving Fractions Integers Calculation	18
Global Knowledge	15 mins	Science History Geography Logic	20
Character	20 mins	Self-awareness Risk-taking, Adaptation & Resiliency Creativity & Problem Solving Communication & Empathy	35



## Stage 4 / Year 7-8 (UK)/Year 6-Year 7 (USA)

SUBJECT	TIME	QUESTION TYPES	AMOUNT
English	90 mins	Grammar, vocabulary, reading (40 mins) Writing (30 mins) Interview (20 mins)	25 2 10
Mathematic	25 mins	Algebra Geometry Statistics Problem Solving Fractions Integers Calculation	20
Global Knowledge	15 mins	Science History Geography Logic	20
Character	20 mins	Self-awareness Risk-taking, Adaptation & Resiliency Creativity & Problem Solving Communication & Empathy	36



## Stage 5 / Year 9-10 (UK)/Year 8-Year 9 (USA)

SUBJECT	TIME	QUESTION TYPES	AMOUNT
English	105 mins	Grammar, vocabulary, reading (45 mins) Writing (35 mins) Interview (25 mins)	26 2 10
Mathematic	30 mins	Algebra Percentage Rate Fractions & Decimals Equations & Numbers Integers Area & Volume Means, Graphs & Tables Time, Scale, Ratio & Capacity	22

Global Knowledge	15 mins	Science History Geography Logic	20
Character	20 mins	Self-awareness Risk-taking, Adaptation & Resiliency Creativity & Problem Solving Communication & Empathy	36



## Stage 6 / Year 11-12 (UK)/Year 10-Year 11 (USA)

SUBJECT	TIME	QUESTION TYPES	AMOUNT
English	110 mins	Grammar, vocabulary, reading (50 mins) Writing (35 mins) Interview (25 mins)	27 2 10
Mathematic	30 mins	Statistics & Probability Trigonometry Equations & Quadratic equations Logarithm & Formula Linear Relationship Volume Fractions & Algebra Financial Mathematics Polynomial Measurement, Geometry & Shape	24
Global Knowledge	15 mins	Science History Geography Logic	20
Character	20 mins	Self-awareness Risk-taking, Adaptation & Resiliency Creativity & Problem Solving Communication & Empathy	36

# Test Format

- Computer-based tests for Stage 1-6.
- Questions for Stage 1 and 2 are presented on different pages suitable for younger students, and there is a 5-minute break during the test.
- The interview is conducted by an avatar and students spoken answers are recorded. Students have chance to repeat the question in 3 different ways, the question will be asked more slowly and easier to understand.

# IDAT

## Test Processing

1

### Start

Visit [www.idat.org](http://www.idat.org) for detailed test information.

2

### Registration and Booking

Go to [www.idat.org](http://www.idat.org) to register your account and schedule your test.

3

### Confirmation

Once payment has been received, you will receive an email confirmation with the test centre location and directions.

4

### Test Day

We will scan your identification documents and take your biometrics.

5

### Results

You will receive an email from IDAT informing you that your results are ready. You will not be able to view your interview.

6

### Send your score

Nominated schools will also be sent an email to access your results online, and these schools will be able to view your interview.

# Before Your Test

Registration: Create an account

1

## Create your account

Fill in your complete details on the account page and upload a copy of your ID.

2

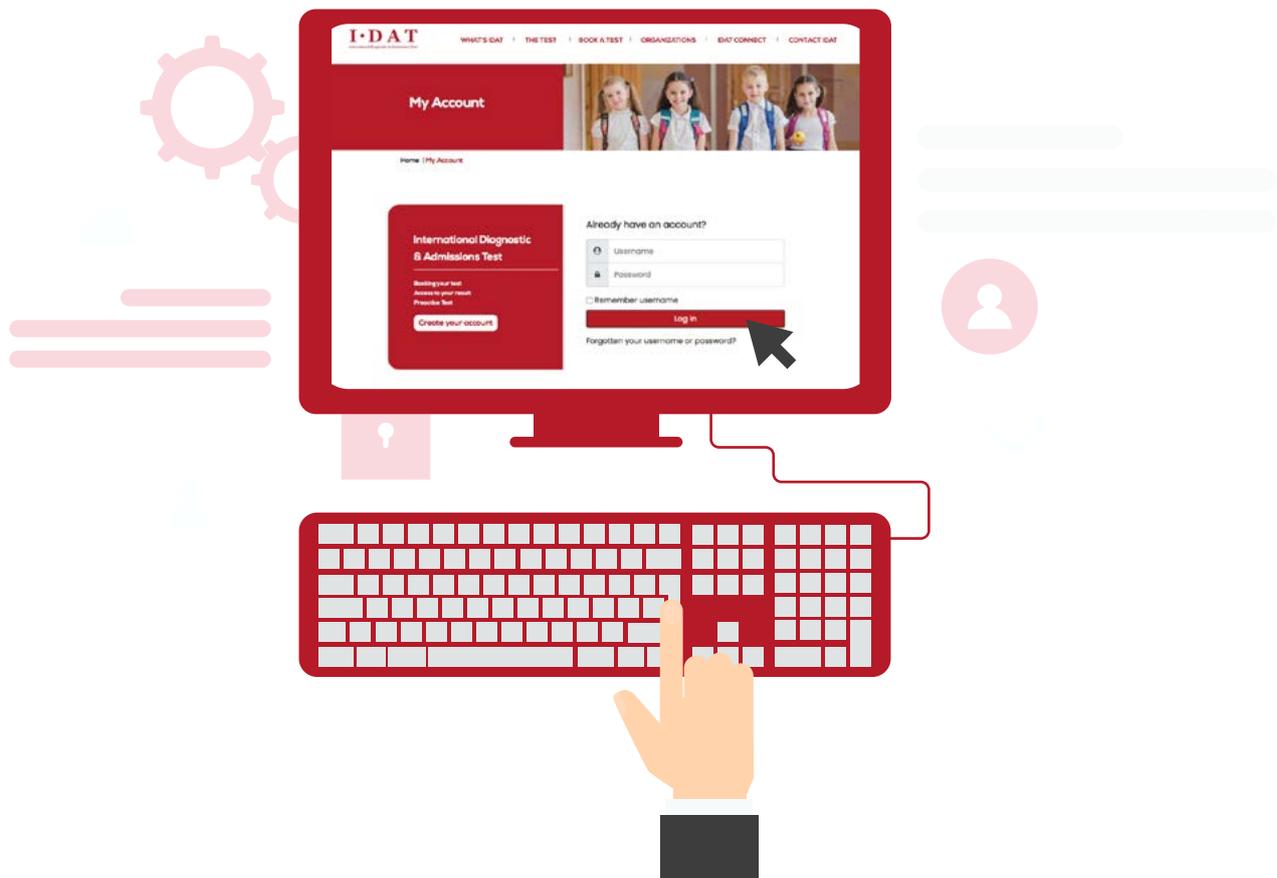
## Practice Test

It is suggested that you login to your account and complete a practice test prior to taking your official scheduled test.

3

## Guardian consent form

Before taking the test, it is required that a guardian complete and sign the consent form.



# Booking Your Test

## Registration & booking

*\* The test needs to be booked 30 days prior to your selected test day. If you require an urgent booking, please feel free to contact us immediately*

1

### Complete your personal information

Login to your account page, fill in any details that may have been left out, and register for your exam.

2

### Schedule test

Log in to your account and schedule your test

3

### Location & Time

Select a test centre near you and choose available date and time.

4

### Confirmation & Payment

Confirm your registration and booking details, then make your payment in full to secure your booking.

5

### Complete

Your booking is scheduled and you are ready to take the exam.



#### WHAT YOU NEED TO REMEMBER

- Accepted forms of payment are: credit card (Visa®, MasterCard®, American Express®, or JCB®) or debit card (Visa® or MasterCard® only).
- If you have received a voucher, you may apply it to the test fee. However, you may not use it to pay a rescheduling fee or receive a refund.
- After booking, if you do not receive a confirmation email within two business days, please check your junk or spam email folders.
- Review your confirmation email to ensure your name is listed EXACTLY how it is on the identification you intend to show on the day of your test.

# Payment

## Payment policies and methods

### Payment Methods

We accept the following payment methods::

- Credit and debit cards
- Digital payment (eg. Paypal, Alipay, Wechat pay, Apple pay)
- Online bank transfer – see bank details below:

Account Name: International Diagnostic and Admissions Test

BSB: 062-759

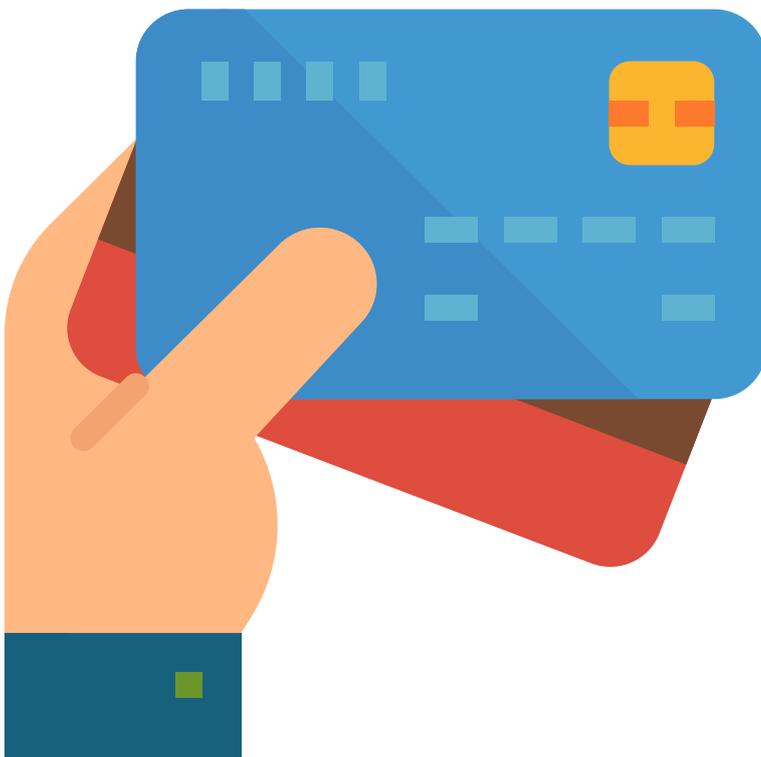
A/C Number: 1049 4874

Bank name: Commonwealth Bank Australia

Bank address: World Square Shopping Centre 10, 52c/644 George St, Sydney NSW 2000

Swift Code: CTBAAU2S

*\* IDAT strictly adheres to the laws and regulations of each country. As such, we do not accept cash payments.*



# Cancellations and Rescheduling

You can cancel and reschedule your test

- **Phone:** +61 2 8316 6633
- **Leave a message:** [www.idat.org/idat/contactusfour](http://www.idat.org/idat/contactusfour)

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Please note for any cancellations or rescheduling of tests, you will need to adhere to the following guidelines and note the applicable fees related to these changes.

If you decide not to take the IDAT test after making your booking online, you have up to 14 full calendar days before your test date to claim a full refund. You can request a cancellation by contacting the customer service team in your region at: [www.idat.org/contact](http://www.idat.org/contact).

If you cancel the test, with less than 14 calendar days, but at least 7 full calendar days before your test date, you will receive a partial refund (50% of the test fee paid).

If you reschedule the test, with less than 14 calendar days, but at least 7 full calendar days before your test date, you will pay 50% of the test fee.

No refunds will be provided on cancelling or rescheduling the exam less than 7 calendar days before the exam.

PLEASE NOTE: The cancellation and reschedule policy does not include your test date.

## Refunds

IDAT may, in its sole discretion, offer you a refund for any testing fees where you have registered and paid any testing fee directly to IDAT. Full refunds are only offered where:

**A.** You change your mind no less than 14 full calendar days prior to your scheduled test date;  
or

**B.** If you are unable to take the scheduled test due to illness (and with a provided medical certificate), you may check your handbook to make sure the absence is in accordance with IDAT policy.

## Cancellation of test

Students may cancel their IDAT test booking with a minimum of 7 business days prior to the scheduled test. Please go online to retrieve the appropriate cancellations forms. With more than 7 days' notice, credit will be given for another test to be booked, but no student is eligible for a refund. With less than 7 days' notice, the student is not eligible for credit or refund. If there are medical or extenuating circumstances, they may be considered on merit or compassion by writing to [info@idat.org](mailto:info@idat.org) with "Test Cancellation" in the subject line. Any refund considered will be minus a 20% administration fee and subject to bank fees and currency rates.

## Transfer or Changing test date

Students may postpone or change their test booking by retrieving online bookings and making change requests within 7 business days of the scheduled test.

## Special Requirements

IDAT and their test centres may make special arrangements and/or give special consideration to students with recognised hearing, visual or other impairments. Students should submit requests for special arrangements in writing to [info@idat.org](mailto:info@idat.org) with "Special Arrangement Request" in the subject BEFORE booking the test. Requests must be made 21 working days in advance. Students may be required to submit medical proof of conditions to support request.

# Preparing Your Test

Start preparing for your test

## Step 1. Get to know the IDAT!

Go to [www.idat.org/idat/practice](http://www.idat.org/idat/practice) to read free information for test preparation. Become familiar with structure of the test, click each section to learn useful tips, the information including:

- Question types
- Things to remember
- Useful English Vocabulary
- Frequency sentence pattern
- Example questions

English >



Mathematics >



Global Knowledge >



Charactor >



### PREPARATION FOR GLOBAL KNOWLEDGE

**Please make sure to use Google Chrome browser**

- Go to <https://www.idat.org/idat/preparingforglobalknowledges>. In Global Knowledge, the topics and subject areas are updated regularly. Candidates should study these information sheets as questions will be based on the material provided in them.
- Click the right stage and download the materials.

## Step 2. Log in your account and take a practice test

- We have numerous practice resources for you, they divided into four sections which are English, Mathematics, Global Knowledge and Character, there is also be provided different component subunits that specific for students to practice their weakness.
- We strongly recommend you to take the practice test before the official test. The practice test costs a fee from US10.00-50.00, each purchase is only able to access one time. The practice test result will be marked by our assessors, the result is available in 'Test History' menu on your personal account within 48 hours.

# Test day

## What to expect on the day of the test

### Identification requirements

Provide proof of identity (valid and original passport or National Identity Card) on the test day that matches registration details exactly. Contact the test centre or IDAT administration before the test to confirm which type of identity document is accepted. Students taking the test outside their own country **MUST** use a passport or government ID if the identity document does not exactly match the registration information provided. Students must remove any covering from their face for the test to confirm facial recognition.

### Arrival times

Students are requested to arrive at the test centre 20 minutes before test time. Students that arrive late will not be allowed to take the test and will not be eligible for a refund or transfer.

### What is required of you on test day

Leave all personal belongings in the designated belongings area of the test centre. NO personal items will be allowed into the test and no smart devices (including watches) may be worn. Paper and pencils will be provided to the student by the test centre. Water can be provided upon request during the test if required.

Speak only to the test proctor for confusion or questions. You cannot speak to anyone else in the testing room. Raise your hand to speak to the test proctor.

Leave all test materials, including extra paper used in the test room, at the completion of the test.

### You must not

You are not permitted to speak to anyone other than the proctor during the test. This must be done quietly, and in a respectful way or you will be asked to leave the test and will not be allowed to take the test and will not be eligible for a refund or transfer.

You are not permitted to leave the test room without the permission of the proctor. If you need to use the facilities, a proctor must accompany you, who will check the toilet prior to you entering. You may not speak to anyone on the way to or from the toilets.

You must not engage in any form of deception or malpractice which may damage the integrity or security of the IDAT. You cannot cheat, attempt to cheat, bring in outside notes, help another student, talk to another student, impersonate another student, copy work from anywhere, take materials out of the room or share materials, disrupt the test, or attempt to alter data or results of the test. Any student or family member of the student engaging in malpractice will not be allowed to complete the test and will not receive a result. This student will not be eligible for a refund for any fees paid. The student may be banned from taking future test and be liable for legal actions.



## Security and biometric data

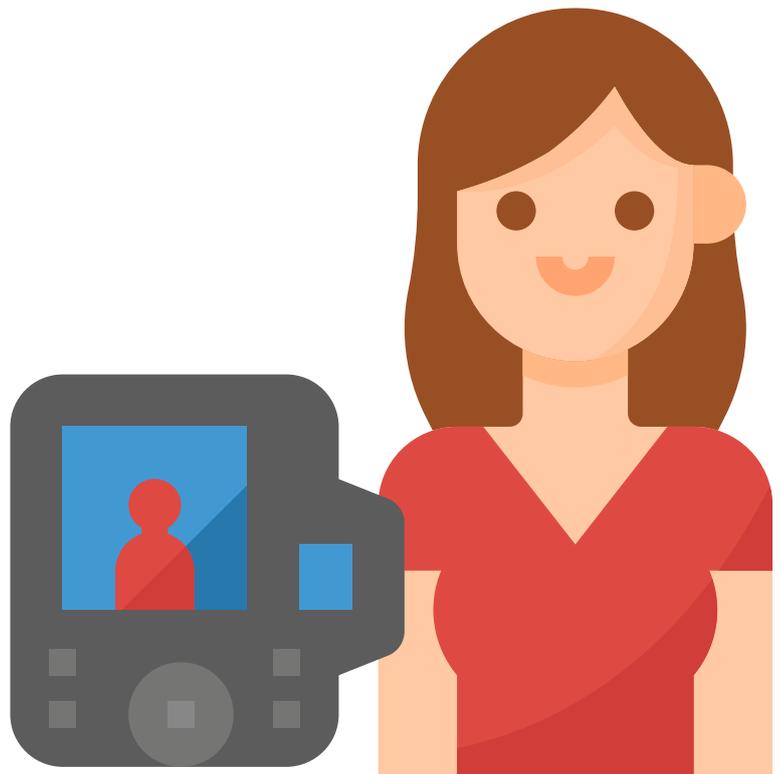
- You must provide a valid, non-expired passport or government ID to sit the IDAT.
- Your ID will be checked using facial recognition software.
- IDAT may make a copy of the ID document you present at the test centre.
- Test centres use CCTV recording to monitor possible infringements, address claims regarding the test and for managing the security of the building.
- Data may be shared with government authorities, schools or institutions processing an application you have submitted to them which includes IDAT results.

You can read our full privacy policy on what data IDAT collects and how it is protected at [www.idat.org/privacypolicy](http://www.idat.org/privacypolicy)



### WHAT YOU NEED TO REMEMBER

- **You must bring your identification on test day.**  
If the name on your ID does not match your booking or you fail to provide your passport or acceptable identification as stated in the ID policy, you will not be permitted to test and will lose your test fee.
- **You must present an original document – photocopies will not be accepted (even if they are certified copies).**



## Test centre rules

- Before entering the testing room, you will be asked to read and sign the IDAT Test Taker Rules Agreement, which includes the requirement to keep information confidential.
- Personal belongings are not allowed in the testing room. This includes but is not limited to the following:
  - Cell/mobile phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices (must be switched off before storing in a locker)
  - Jewellery that is wider than 1cm
  - Watches, wallets and purses
  - Hats, bags and coats
  - Books and notes
- The test centre will provide you with a locker for your personal items but is not responsible for lost, stolen or misplaced personal items. You will not be allowed access to your locker again until you have finished your test and signed out unless it is necessary, for example, to take medication at a specific time.
- You must not eat, drink, or use tobacco anywhere in the test centre.
- You must remain in your assigned seat and not cause a disturbance for other candidates.
- You must not request, offer, or accept assistance of any kind from other test takers or test centre staff.
- You must not access study guides, notes, or any other learning materials at any time during the test, including during breaks.
- You must not take the test for someone else, or allow anyone else to take the test on your behalf.
- You must not interfere with the computer in any way.
- You must not copy down any of the test questions or answers from the test centre, and you may not, for any reason, share the test questions or answers with others.
- You will be offered an optional break during the test after you have completed the 'Reading' section.
- Should you need to take a break and leave the test room, you will be required to have your palm scanned upon exit and entrance into the test room.
- You are also not permitted to leave the building during breaks; however, you are permitted to use the restrooms located within the building.

## Comfort aids

Test Takers are allowed to bring comfort aids into the testing room provided they are checked by the Test Administrator. Comfort aids include:

- Tissues
- Cough drops (must be unwrapped)
- Pillow for supporting neck, back or injured limbs
- Sweater, sweatshirt or blazer—if the item has pockets and you do not want to remove the item for inspection, you will be asked to show that the pockets are empty
- Eyeglasses and hearing aids
- Neck braces or collars (worn by people with neck injuries)
- Insulin pump attached to a person's body

**A candidate must provide his or her own comfort aids.**

# During the test

## Starting your test

- Once it is time to start your test, the Test Administrator will take you into the test room and assign you a computer with headphones and built-in microphone. You will also be provided with an erasable noteboard booklet and pen. You must not take any notes until your test has started.
- You may not write on the erasable noteboard booklet until after the test has started.
- The Test Administrator will sign you into the computer and you will be presented with an on-screen nondisclosure reminder.
- The screen will guide you through an equipment check to make sure your headphones and microphone are working correctly. Your test will then begin. If there are any issues, you must immediately raise your hand and advise the Test Administrator.

## The test

- Some items test your ability to listen to spoken English. You will hear international English speakers, with a variety of accents. You will not be able to replay the video/audio clips during the test.
- Some questions test your ability to speak English.
- You will be asked to speak into a microphone and will be recorded.
- You will not have an opportunity to re-record your responses.
- Our test and systems are designed to test normal conversational flow and volume.
- Candidates whose spoken responses contain features such as unnatural pausing/hesitation, or poor enunciation of words/sentences, or where candidates do not follow the directions may have this reflected in their scores.
- Some questions test your ability to write in English.
- You may write your response in any valid form of English (British or American).
- For these questions you have an allotted amount of time to respond.
- If you do not answer the question within this time, you will be required to move to the next question.
- If you have questions or concerns, raise your hand and the Test Administrator will assist you as long as other candidates are not disturbed. For example, if you:
  - Experience hardware or software problems or distractions that affect your ability to take the test,
  - Fill your noteboard during the test. The Test Administrator will bring you a new one. Note you may not remove the erasable noteboard booklet or pen from the testing room at any time during the test.
  - The Test Administrator cannot answer questions related to test content, and you must not ask questions related to the content of the test.



### WHAT YOU NEED TO REMEMBER

- There will be other test takers in the same room, and they will be speaking at the same time as you so we recommend that you keep your headset on during the entire test.
- Candidates are advised to speak at a conversational level when completing the speaking section. Do not shout or raise your voice.
- After answering a question, you will not be able to go back to previous questions and change your answer.

## Unplanned breaks

- Unplanned breaks are permitted but discouraged.
- To request an unplanned break, raise your hand to get the Test Administrator's attention. The Test Administrator will set your testing workstation to the break mode. The test clock will not stop while you are away. The time is deducted from your overall test time.
- You must leave the testing room for all breaks. The Test Administrator will resume the test for you when you return.

## Finishing your test

- After you finish the test, you must raise your hand to get the attention of the Test Administrator. The Test Administrator will come to your workstation and ensure your test has ended properly. Your test completion letter will print for you and sent to your email.
- You will be escorted out of the test room and your identification will be checked electronically when you leave the testing room.
- You will receive confirmation after returning the erasable noteboard booklet to the testing centre staff. You will receive it after returning the erasable noteboard booklet and other materials to the test centre staff. Do not leave these items at your testing workstation.
- Once this is complete, you can take all your personal belongings from the storage facilities and are able to leave.
- If you do not complete your test, you will not receive your completion letter.



# After Your Test

## What to do next

Results are typically available within 2 business days of testing and students can review results and send result to their schools at that time.

Login to your account and click “view score” to see your score report.

## Sending your result to schools

Your results will automatically be sent to selected schools in a secure way. You will also be able to send results to additional schools if you have booked this test independently.

- Log in to your account.
- Click ‘View Score Reports’.
- Click ‘Send Scores’.
- Type the name of your chosen schools in the field and click ‘Search’.
- Tick the box next to the school’s name when it appears in the list.
- Review your details, then scroll down the page and click ‘Next’ to confirm.
- Your results can be sent to up to three schools for free. A fee of USD \$10 will apply to each additional school you choose to receive your results.

## Understand your report

**TEST REPORT FORM | STAGE 1**



**JOHN SMITH**  
TEST CODE: 12345678

Passport or ID Number: ABC0000  
Date of Birth: 00/00/2000  
Current School: XXXXXX XXXXXX  
Current Year/Grade: 1

# 80%

**OVERALL SCORE**

**COMMENTS**

A superior performance. Indicates that the student has demonstrated superior ability to consider the questions and the analysis of each question from a number of perspectives.

90% English

72% Mathematics

79% Global Knowledge

TEST AREAS	INDIVIDUAL SCORE	PERCENTAGE	CLASSROOM READINESS
Mathematics	21	50%	Not Ready for the Classroom. Needs Some Preparation Course
Listening Comprehension	09	95%	Classroom Excellence
Speaking	07	50%	Not ready. Student Needs Extensive Preparation and Remedial Study
Writing	21	80%	Classroom ready
Grammar	13	70%	Classroom Ready. Minimal Support Required
Vocabulary	09	75%	Classroom Excellence
Reading	23	50%	Classroom Excellence
Global Knowledge Logic	08	50%	Classroom Excellence
Global Knowledge Topics Science/Geography/History	08	90%	Classroom Excellence
Critical Thinking	12	50%	Classroom Excellence

## Go to website to have your scores explained

<30%	Not ready. Student Needs Extensive Preparation and Remedial Study
40%-60%	Not Ready for the Classroom. Needs Some Preparation Course
60%-70%	Classroom Ready but Continual Support Required
70%-80%	Classroom Ready Minimal Support Required
80%-90%	Classroom ready
90%-100%	Classroom Excellence

## Retaking and rescoreing

### Retake policy

If you are disappointed with your initial score, you may take the test again by doing the following:

- Book your next test as soon as the results from your last test are available.
- Book a test date at least 5 days after your previous attempt.
- Only book one test at a time.
- Take the test as many times as you wish.

### Requesting a rescore

Within 5 business days of receiving test results, students may appeal the results and submit for re-marking. The request must be submitted in writing to [info@idat.org](mailto:info@idat.org) with "Test Appeal" in the subject line.

The appeal fee is \$200 per test for remarking, and the entire test will be submitted for remarking. This process may take up to 10 business days to complete. Should any changes or revisions be made to test score, there will be a reissuance of results. The new results will be subject to the same terms and conditions as the original results and may be sent to up to three schools.



# Terms & Conditions

Please read carefully

**Here, you can find out how we safeguard your information and how we use it to improve our products and services for the benefit of all our customers and website users.**

The nature of our business means that from time to time, we will require some personal details from our customers and website users.

The data we collect could just be a name and an email address, but depending on your level of engagement with the International Diagnostic and Admissions Tests Pty Ltd (hereafter IDAT), it could be much more than that.

The personal information you have shared with us, along with data on how you use our websites – what you search for and what preferences you select, for example – help us to better understand our customers as a group and as individuals. This in turn helps us to provide a range of products and services that meet your needs.

## How we protect your data

When you share your personal information with any company, you have a right to expect that information to be treated with total confidentiality.

Your privacy is extremely important to us. We are committed to protecting any personal information you have given us, and we comply with all relevant data protection laws.

This means that:

- We take full responsibility for the information we hold about you.
- We will protect your privacy at all times.
- We will never sell your personal information.

Whether you have supplied your personal details online, by phone or text, by email or in a letter, we will never use them without a lawful reason to do so. We will use them for the purposes for which they were initially requested and as fully explained in this Privacy Notice and Cookie Policy.

These explain how your personal data is being managed and safeguarded by us, including:

- What information we collect about you.
- How we collect and use this information.
- How we safeguard the information you've provided.
- Your rights in relation to the information we hold about you.
- How to report abuse.

At IDAT, we know that you care how your personal information is used and we appreciate that you trust us to do that carefully and sensibly.

This Privacy Notice is designed to help you understand how we use your personal information. We want you to make informed decisions when using our websites and any features on them, including any registration and e-commerce services.

This Privacy Notice applies to all the pages on our sites linking to this Privacy Notice and any features of them and any e-commerce, purchasing or other areas which require registration on our sites. However, it won't apply to any third-party sites which are linked to our sites. We recommend that you read the privacy notice of any such sites that you visit as we are not responsible for them.

When we refer to our website or sites, we mean any of our websites or applications from which you have accessed this Privacy Notice.

## Personal Information

If you are under 18 (as most IDAT candidates are), please be sure to read this Privacy Notice with your parent or guardian and ask them questions about anything you do not understand.

Personal information that we collect may include your name, contact details (phone numbers, email address and addresses), your date of birth, job, course information, your personal interests, credit card or billing information, shopping selections and data about the pages you visit and your other activity on our site, as well as any other personal information relating to you that you supply to us.

Some of our sites may also collect other information that you supply to us, such as information relating to your education, skills or job experience, where relevant, in the context of the site or the services provided through the site. Except where stated otherwise on the site at the time such personal information is submitted, it is only processed for the purposes for which you have submitted it to us.

## IDAT Test Practice and Preparation

We provide services to support you in preparing to take the IDAT including support tools, practice tests, seminars and IDAT Training seminars.

Collection of your Personal Information allows us to:

- Provide you with test practice and preparation services you request;
- Develop new and improved test practice and preparation tools;
- Provide you with your test practice results and give you general or personalised feedback;

- With your consent, inform you of and provide you with information on the services we provide (including events and opportunities to participate in projects/programs);

- Manage our internal business operations; and

- Respond to your questions.

#### **Other Dealings with IDAT:**

Other ways you may deal with IDAT include:

- Registering your interest in being engaged as consultants or employees;

- Submitting a research proposal;

- Registering with a service offered by IDAT; or

- Being the representative of a Recognising Organisation.

We will provide specific notice at the point your information is collected. Any unsolicited personal information will be securely destroyed.

#### **Retention**

When the personal information that we collect is no longer required, we will destroy it, delete it in a secure manner, or ensure that the information is de-identified in accordance with our information destruction and de-identification policy, unless we are required by law to retain a copy of the Personal Information or the information is contained in a Commonwealth record.

If we collect your information for IDAT testing or test preparation purposes, we will retain it for up to three years after taking the IDAT or participating in the service, or after your last activity with us.

Facial Scan recognition data is only retained as a binary large object file for 90 days after your test date.

We may also retain certain records for other legitimate reasons (including after your relationship with the IDAT Owner(s) has ended), for example, to resolve any potential disputes, to comply with other reporting and retention obligations, or for the prevention of fraud.

#### **We collect your information in two ways:**

1. Personal information you choose to disclose. You may, for example, provide us with your information when you post something on our site, when you register for any features on our site that require registration, when you contact us (online or offline) or when you order goods or services from us.

2. Information collected by us when you interact with our site, or when you open our email communications. We use cookies (a small piece of computer code that we store for a period of time on your computer or mobile device) and other similar technologies to collect this information.

We will inform you prior to collecting your personal information if it is requested on a voluntary basis and the consequences of not providing voluntary personal information.

In a separate automatic operation, the web server will collect your IP address and browser type and details of the website, application or email communication you came from before entering our site. This information is used to:

- Work out how many times our site has been visited.

- Record which parts of our site have been visited so we can improve the content and layout of the site.

- Understand the effectiveness of our email communications.

We may from time to time supply this data to third parties in an anonymised form for uses in connection with our site.

We use your personal information for a variety of business purposes which are in our legitimate interests (“Business Purposes”), and/or in order to enter into or perform a contract with you (“Contractual”), and/or with your consent (“Consent”), and/or compliance with our legal obligations (“Legal Reasons”). For example, we may use your personal information to:

- To provide you with the relevant services through our applicable site, for Contractual Reasons.

- To process your online purchases, for Contractual Reasons.

- To inform you about and provide more information on products and services offered by us, for our Business Purposes or with your Consent.

- To invite you to participate in surveys, discussions and prize draws and ask for your views on our services via online surveys and discussion forums, for our Business Purposes and/or with your Consent.

- To improve the products and services offered to you for our Business Purposes.

- For marketing for our Business Purposes and/or with your Consent.

- For statistical or analytical purposes for our Business Purposes.

- To detect, prevent or investigate security breaches or fraud for our Business Purposes and/or Legal Reasons.

- Otherwise better meet the needs and preferences of our customers for our Business Purposes.

We will not allow unrelated third parties to use your personal information for marketing without your consent. Where we rely on your consent, you have the right to withdraw it at any time.

We also use personal information to identify types of user, audit how our sites are used, and to help with the strategic development of our sites. When doing so, we remove any direct identifiers.

Participation in surveys and discussion forums is entirely voluntary. You may unsubscribe from being contacted for these purposes at any time. Survey information will be used for market research with the aim of improving our services.

We will show your username on any content you submit or post on our sites (including discussions, bulletin boards and forums).

We will keep your personal information only for as long as necessary to fulfill the purposes for which we are processing your personal information unless the law permits or requires longer. For example, we might need to keep your personal data for quality assurance of the service we have provided, or we might need to keep it to defend future legal claims.

We will not send you marketing emails if you have opted out of receiving them. Any marketing emails we send you will include an unsubscribe link at the end of the email.

Some IDAT sites also provide contact details you may use if you want to contact us by email, post or telephone in order to unsubscribe. In addition, some IDAT sites have a "My Account" page where you can choose whether or not to receive marketing communications from us.

We seek to protect the safety of all your personal information by implementing appropriate technical and organizational measures. For example, provided your browser accepts HTTPS (Hypertext Transfer Protocol Secure) encryption, we seek to protect your payment information against unauthorized access through a secure server. Where we use third parties to process personal information, we require them to ensure the safety of your information.

Any personal information that you voluntarily post on a public area of our site, such as a bulletin board or discussion forum, or an interactive area requiring registration and/or subscription, may be collected and used by others. Please be careful what personal information you disclose in this way. You understand that we cannot control the actions of other users.

We will never sell your personal information. We may disclose and share your personal information with:

- Any entity which acquires any part of our business.
- Our service providers (including, for example, credit reference agencies and payment processors, distributors/agents of our products, suppliers who develop or host our sites).
- Third-party search engines that may index user profile pages and usernames as part of the URL of the user profile page by default if required or permitted by law.
- Relevant third parties (such as your employer, your school, your internet service provider, law enforcement agencies) if we reasonably believe you may be in breach of the law (e.g. if you have posted defamatory content on our sites) or if required to do so in accordance with applicable law.
- Other third parties with your consent.

We may transfer your personal information to other countries around the world, including countries outside of Australia, which may not have the same data protection laws as those of the country where you access our sites. Where we transfer your personal information, we will take appropriate steps to ensure your personal information is afforded the same level of protection as described in this Privacy Notice.

Any improper collection or misuse of personal information is in violation of this Privacy Notice and of our Legal Notice or terms of use. Please report it by emailing: [info@idat.org](mailto:info@idat.org), Attn: Privacy Policy.

You agree not to misuse any personal information available on our sites or to gather it or use robots or other automated scripts, codes or functionalities to do so.

We may immediately suspend or terminate your access to our site without notice if we become aware that you are in breach of applicable terms and conditions of use or of this Privacy Notice.

We may update this Privacy Notice from time to time. We will always include the date of a new version so that you know when there has been a change.

If you have any questions about our Privacy Notice, please do not hesitate to contact us at:

[info@idat.org](mailto:info@idat.org) Attn: Privacy Policy

This Privacy Notice is provided on behalf of the International Diagnostic and Admissions Tests Pty Ltd. This means all companies owned or controlled by IDAT Pty Ltd L35 One International Towers. 100 Barangaroo Avenue. Sydney, NSW 2000, Australia

Phone: +61 2 8316 6633

### **Making a complaint**

We have procedures in place to deal with your inquiries or complaints.

If you have any questions about our policy or any complaint regarding the treatment of your privacy by us, please contact [info@idat.org](mailto:info@idat.org) Attn: Privacy Policy

If you feel we have intruded on your privacy or misused your data, you are able to complain.

### **In Australia**

Office of the Australian Information Commissioner's (OAIC) website at [www.oaic.gov.au](http://www.oaic.gov.au)

Fax: + 61 2 9284 9666

Email: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)

### **In the UK**

Information Commissioners Office

<http://ico.org.uk/make-a-complaint/>