

Steps	
1	Log in to your test-taker portal here https://ieltsregistration.britishcouncil.org/login with username and password
2	Click on “completed” (for test sessions that have been fully written) Click on “upcoming” (For future tests)
3	Click on your test date
4	Navigate to “results” tab
5	Scroll down and click on “add new organisations”
6	Choose the country of the institution
7	Choose the organisation. If your organisation is not on the system, you can type it in by using the “add new organisation” button on the right. Please input name, address and other details correctly
8	Input name and department of contact person at the institution
9	Input your file number (if any) and click “save”
10	Please note that only electronic results will be sent to organisations on our online registration system. There is no charge for this service.
11	<p>For organisations that you typed from step 7, courier charges will apply because only hard copies will be sent to them. After typing requests for such organisations, please initiate a bank transfer of the corresponding amount to Bank Name: Standard Chartered Bank Account Number: 0002859402 Account Name: British Council Trading Services Nigeria Limited</p> <p>In the remark/comment field on the payment platform, enter the candidate’s name. Please send the following to examsnigeria@ng.britishcouncil.org immediately after payment:</p> <ul style="list-style-type: none"> -Evidence of payment (summary slip or transfer receipt) -Candidate full names -IELTS Reference Number (in the format A3-NGxxx-S-xxxxxxx) -Account holder’s name <p>Please visit the IELTS result webpage https://www.britishcouncil.org/ng/exam/ielts/results for courier charges depending on the location of your organisation.</p>
12	Test takers requesting for replacement results or additional copies of their test report forms will also follow step 1-11 above to submit a request and make payment for the service.