i·DAT ®

International Diagnostic & Admissions Test

Test Taker Handbook

SECURE 360

ONLINE TESTING SYSTEM

www. idat.org

May 2022

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

Phone: +61 2 8316 6633

Email: info@idat.org

General enquires: Leave message on website

WhatsApp   WeChat

01. Test Structure

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

Total of three (4) parts included in the Global Knowledge section: Logic, Critical Thinking, Science and Technology. The logic component helps to demonstrate a student's cognitive strengths. Critical Thinking is multiple choice for Stages 3-6 only (not for Stages 1-2) and looks at assumption, deduction, interpretation, inference and evaluation of sources. The Social Sciences portion of the test is not only a chance to test students on material that is common for their age and class at the current time, it is also a chance for students to prepare and study content area for the IDAT.

Please refer to our website 'Prepare for the test' page for the current list of topics. Students are encouraged to study and commit to memory facts, figures, dates, and definitions that pertain to this topic. Not only will this demonstrate school learning and retention, it will also show that a student is able to study and learn in a school environment for assessment purposes.

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.

Stage 1

Subject	No. of Question	Duration	Question Type
English: Vocabulary, Grammar, Reading & Writing	22 + 2	30 mins + 20 mins	• Spelling • Write a narrative • Phonics • Explain a process • Parts of speech • Past & present tense • Punctuation & Capitalisation • Everyday & High-Frequency words • Reading comprehension of short stories with pictures for detail
English: Interview (Listening & Speaking)	10	15 mins	• Interview Questions • Listening to & retelling stories • Telling stories
Mathematics	14	15 mins	• Statistics • Fractions & Decimals • Geometry • Addition & Subtraction • Measurement - Time • Patterns & Place Value • Measurement - Length
Global Knowledge	18	15 mins	• Science • Technology • Logic – IQ style testing of patterns, space & problem solving
Character	36	25 mins	• Self-awareness • Risk-taking, Adaptation & Resiliency • Creativity & Problem Solving • Communication & Empathy

Stage 2

Subject	No. of Question	Duration	Question Type
English: Vocabulary, Grammar, Reading & Writing	24 + 2	35 mins + 25 mins	• Spelling • Parts of Speech • Phonics • Apostrophes & Question Marks • Suffixes, Prefixes & High-Frequency Words • Write a narrative using compound & simple sentences Reading comprehension of short stories for detail & main • idea
English: Interview (Listening & Speaking)	10	15 mins	• Formal Interview Questions • Listening to & retelling stories • Telling stories
Mathematics	16	20 mins	• Angles • Measurement – length • 2D Geometry • Addition & Subtraction • Problem Solving • Multiplication & Division • Measurement – time Fractions & Decimals
Global Knowledge	18	15 mins	• Science • Technology • Logic – IQ style testing of patterns, space & problem solving
Character	36	25 mins	• Self-awareness • Risk-taking, Adaptation & Resiliency • Creativity & Problem Solving • Communication & Empathy

Stage 3

Subject	No. of Question	Duration	Question Type
English: Vocabulary, Grammar, Reading & Writing	24 + 2	35 mins + 30 mins	• Spelling • Modals & phrases • Commas • Complex sentences • Direct & indirect speech • Idioms, Noun phrases, & Root Words • Verb tenses (present, past, future, perfect & passive) • Reading comprehension for information, summary and purpose • Text types: procedures, narratives, explanatory and argumentative
English: Interview (Listening & Speaking)	10	20 mins	• Formal Interview Questions • Show interest in detail in interview answers • Listen to and summarise a short story with details
Mathematics	18	25 mins	• Angles • Fractions & Decimals • 3D Geometry • Addition & Subtraction • 2D Geometry • Numbers – Place Value • Problem Solving • Multiplication & Division • Measurement – Length & Space
Global Knowledge	16	20 mins	• Science • Technology • Logic – IQ style testing of patterns, space & problem solving • Critical Thinking – inference, interpretation, assumption, deduction and evaluation of sources
Character	36	25 mins	• Self-awareness • Risk-taking, Adaptation & Resiliency • Creativity & Problem Solving • Communication & Empathy

Stage 4

Subject	No. of Question	Duration	Question Type
English: Vocabulary, Grammar, Reading & Writing	23 + 2	40 mins + 30 mins	• Spelling of longer words • Nuance words and infrequent vocabulary • Reading and critically comparing two similar texts • Paragraph constructions and varied sentence types • Text types: explanatory, argumentative and informative • Reading for theme, summary, purpose and point of view
English: Interview (Listening & Speaking)	10	20 mins	• Formal Interview Questions • Extended speaking about their strengths • Listening to information and relating to self in spoken response
Mathematics	20	25 mins	• Addition • Decimals • Division • Fractions • Algebra • Subtraction • Integers • Multiplication • Ordering • Problem Solving
Global Knowledge	17	20 mins	• Science • Technology • Logic – IQ style testing of patterns, space & problem solving • Critical Thinking – inference, interpretation, assumption, deduction and evaluation of sources
Character	36	25 mins	• Self-awareness • Risk-taking, Adaptation & Resiliency • Creativity & Problem Solving • Communication & Empathy

Stage 5

Subject	No. of Question	Duration	Question Type
English: Vocabulary, Grammar, Reading & Writing	26 + 2	45 mins + 35 mins	• Spelling • Colons & Semi-Colons • Refined vocabulary • Idioms, euphemisms & slang • Reading to compare and contrast • Paragraphs, linking words and flow in writing • Reading for comprehension and point of view • Text types: explanatory, argumentative and informative • Reading and evaluating classical writing and literary devices
English: Interview (Listening & Speaking)	10	25 mins	• Formal Interview Questions • Spoken descriptions with imagery • Listening to imagery and description for details • Responding to and giving opinions and points of view
Mathematics	22	35 mins	• Equations • Lines & Polygons • Time & Scale • Patterns & Algebra • Area & Volume • Algebraic Fractions • Transformation • Fractions & Decimals • Whole Numbers • Chance, Rate & Ratios
Global Knowledge	18	20 mins	• Science • Technology • Logic – IQ style testing of patterns, space & problem solving • Critical Thinking – inference, interpretation, assumption, deduction and evaluation of sources
Character	36	25 mins	• Self-awareness • Risk-taking, Adaptation & Resiliency • Communication & Empathy • Creativity & Problem Solving

Stage 6

Subject	No. of Question	Duration	Question Type
English: Vocabulary, Grammar, Reading & Writing	27 + 2	45 mins + 35 mins	• Spelling and self-editing • Text types: explanatory and informative • Writing scientific processes and procedures • Decoding, nuances, unknown words and parts of speech • Paragraphs, sentence variety, linking words and flow of longer written pieces • Identifying literary themes, central ideas and literary devices in classical writing
English: Interview (Listening & Speaking)	10	25 mins	• Formal Interview Questions • Speaking about a controversial topic with reasoning
Mathematics	24	35 mins	• Matrices • Trigonometric Sequence • Probability • Conjugate Complex Numbers • Area of Triangles • Operations of Complex Numbers • Binomial Theorem • Real & Complex Number (Imaginary) • Sine & Cosine Rules • Pythagoras & Right-Angled Triangles • Arithmetic Sequence • Pythagoras & Right-Angled Triangles • Geometric Sequence
Global Knowledge	18	20 mins	• Science • Technology • Logic – IQ style testing of patterns, space & problem solving • Critical Thinking – inference, interpretation, assumption, deduction and evaluation of sources
Character	36	25 mins	• Self-awareness • Risk-taking, Adaptation & Resiliency • Creativity & Problem Solving • Communication & Empathy

02. Register your IDAT account

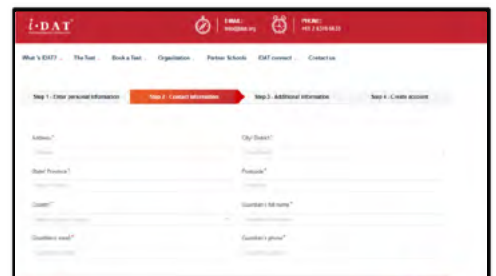## 1 Enter personal information

Fill in all required sections. Make sure you upload a valid photo ID (Passport or ID card). For students who does not have a photo ID. Please email info@idat.org as soon as possible.

2 Enter contact information
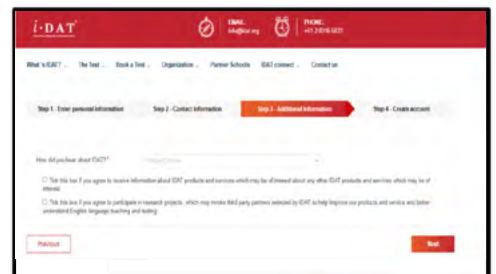
Fill in your contact information including your address and the information of student' s guardian.

3 Additional information
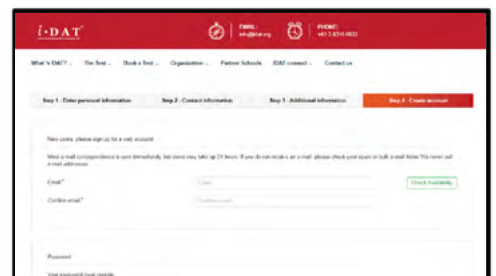
Tell us about how did you hear about IDAT. Tick the relevant box which shows your preferences.

4 Create account

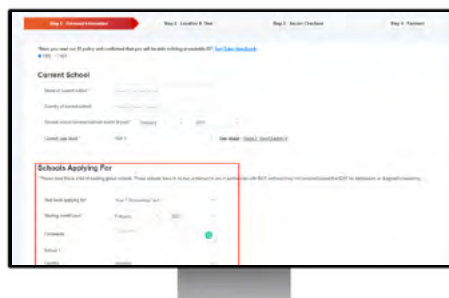Enter your email as the account user name and set up the password. Click submit to complete your account registration.
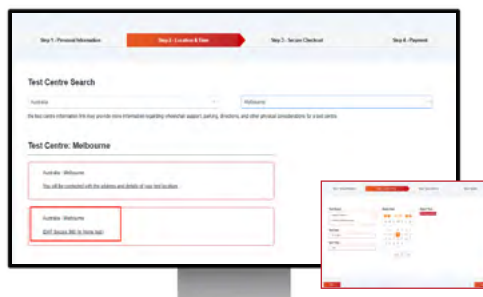
03. Schedule your test

1 Enter school information

Fill in the information of your current school and the schools you are applying for.

2 Select Test Location & Time

Select **IDAT Secure 360** as your test location, and choose the available test session that suits you the most.

3 Confirmation

Confirm the details that you have entered and make sure all information is correct.

4 Payment

Make your payment in full to secure your booking. We accept the following payment methods:

• Credit or debit cards

• Digital payment (eg. Alipay, Wechat 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

* IDAT strictly adheres to the laws and regulations of each country. As such, we do not accept cash payments.
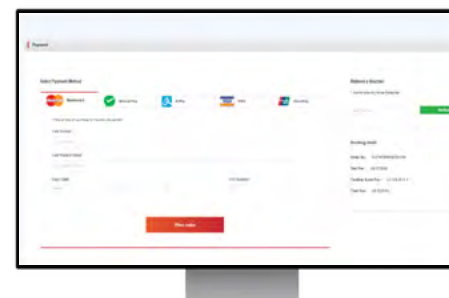
WHAT YOU NEED TO REMEMBER

• Once your booking is confirmed, you will receive a confirmation email. If you do not receive it 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.

• Please make sure you read through the IDAT Secure 360 Test instruction attached with your confirmation email PRIOR to your test date.

04. Preparing your test

1 Get to know the IDAT

Go to https://www.idat.org/prepare-for-the-test/ to read free information for test preparation. Please refer to the subject curriculum on our website for detailed testing areas and expected outcomes.

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

• Go to https://www.idat.org/prepare-for-the-test/preparing-for-global-knowledge/. 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 to them.

• Make sure you click the right stage and download the materials.

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2 Log in your account and take a practice test

• Keep in mind that the training test is designed to familiarise students with the format and functions of the IDAT scholarship test. The training test is shorter than the actual IDAT scholarship test.

• Please **ONLY** practice your training tests via **Google Chrome** web browser. Please do not use any tablet devices to carry out the training test.

• Please be aware that the training test occurs outside the formal test conditions. Your performance on this test does not guarantee an equivalent level of performance on your formal test day.
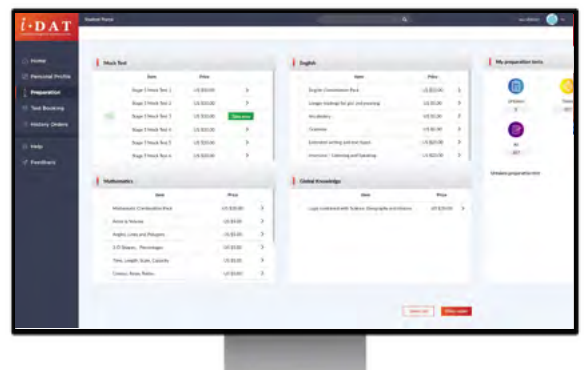
05. Test requirements

A reliable internet connection

A fully charged laptop or computer connected with external power, with HD camera and wired headset.

A quiet, well-lit room, ensure that there is no interruption during the test

A Mobile phone and a tripod (optional)
(360 system is UNABLE to run on Huawei mobile phones. Apple mobile phones' IOS system need updated to IOS13 or above.)

WHAT YOU NEED TO KNOW

- Please use wired headset only and keep it connected to have the best audio quality during the test.
- Please make sure you read through the IDAT Secure 360 Test instruction attached with your confirmation email PRIOR to your test date.

06. Test rules

The test taker MUST follow Secure 360 test rules. You must not engage in any form of deception or malpractice which may damage the integrity or security of the IDAT. The test taker who is cheat or attempt to cheat 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.

✓ Must be alone in a quiet, well-lit room, ensure that there is no interruption or noise during the test

✓ Face, ear and head must be visible and unobscured, no heavy make up, otherwise you may fail the facial recognition

✓ Blank paper and pencil are allowed.MUST be approved by the online proctor.

✓ Do not look away from the screen, you must staying on your seat during the test, you are not permitted leave the room

✓ You MUST not open any other web pages during the test, the system will give you a warning if you off your test page more than 10 seconds. Test will be CANCELED if you receive 3 warnings.

✓ Eating is not allowed, but you can drink water.

✓ You will not be allowed to record your responses or questions by using any device, copy work from anywhere, disrupt the test, or attempt to alter data or results of the test.

✓ Your proctor can hear you during the test, however they are only able to communicate with you by sending you messages online.

✓ You cannot use any other electronic devices during the test. Once found, you test will be CANCELLED.

✓ Any student or family member of the student engaging in malpractice will not be allowed to complete the test.

07. Start your test

1 Login to your IDAT account

Open IDAT official website on Google Chrome Web Browser. Enter your username and password to log in to your account. The tests you have booked will be found in homepage.
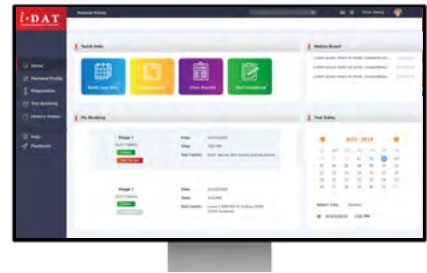
2 Enter the testing system

5 mins before the test, the "Start 360 test" button will be enable and turns RED, click the button to enter the test system.
If the button is in GREY colour, simply means that your test is NOT due to start just yet.
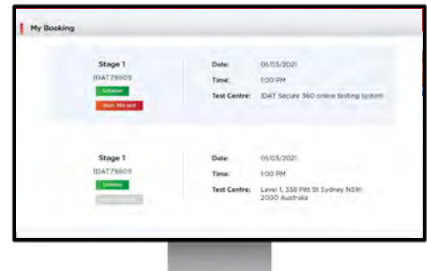
3 Setting up 360

After click the start button, now you need to follow each step to set up your equipments. View the full instruction for details.

→ View full testing instruction

4 Getting started

Check your test details and your name, click start when you ready. There are four sections needed be completed within the time limit.
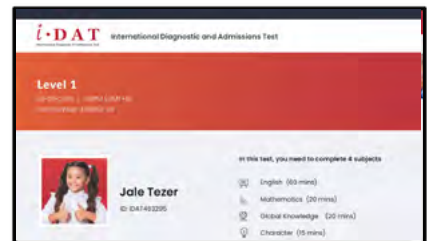
5 Finish your test

Once you have completed all sections, you will see "Congratulations" on the screen and it means you have submitted your answers successfully. Please do not close the web page without seeing the confirmation.
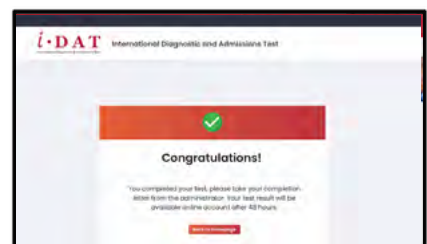
08. During the test

• No one else can be in the room when you take the test.

• If the proctor asks you to move or shut something off, you must do so. It is the online proctor's discretion to decide if you are breaching the test conditions in any way

• The test has 4 sections: English, Mathematics, Global Knowledge and Character. Mathematics / Global Knowledge / Character are multiple choice only. English part also includes writing and interview. You are encouraged to write as much as possible, but please be aware of the time remaining.

• The remaining time will be shown on the screen. Once you complete the sections, you may jump to the next part.

• For each question that needed for calculation, the test system will automatically turn on the calculator function. Be careful not to turn it off since it will not be displayed for the second time.

• You should get headset ready before the interview part. The questions will be asked by an animation character, you should press the button on the screen when you are ready to answer, and your answer will be recorded. Click submit when you finish speaking. You have chance to repeat the question in 3 different ways, the question will be asked more slowly and easier to understand. Please also bear in mind that for each request of question repeating, 5 marks will be deducted from your total score.

• Calculators will be provided online whenever needed. It will appear on the screen automatically.

• You are asked to destroy all notes and extra paper used at the completion of the test.

IMPORTANT

• **For students in Stage 1 only**, a parent or guardian may assist them to set up the test. They can show them the method to submit and answer the **FIRST QUESTION ONLY**. Then the guardian or parent **MUST** leave the room. The proctor will contact the parent or guardian to re-enter the room if additional help is required. However, the guardian or parent cannot help the student or re-enter the room without the expressed permission of the remote proctor. When permission is granted, the guardian can help the student with words and scripts from the proctor only. The guardian/parent must leave the room again when advised to do so.

• All other students require that the parent/guardian or any other person vacate the test taking room before the test begins and for the duration of the assessment. Failure to do so will be considered a breach of test terms and conditions.

• The proctor's chat warning will be used **ONCE** as a warning, if test conditions are not adhered to. IDAT reserves the right to terminate any test in progress after one warning for any student or IDAT Secure 360 situation that has not adhered to the strict test conditions. There is no refund for the test fees, if the test or its results are cancelled due to a failure to follow test terms and conditions. Students may reschedule the test in a secure testing facility at their own expense, but students will not be allowed to retake the test in an IDAT Secure 360 proctored environment.

• The IDAT proctor and team reserve all rights to determine which students have breached terms and conditions. Student or parents who wish to appeal proctor decision can do so via the test results appeal processes.

09. Unforeseen Circumstances

If any the following accidents, uncontrollable factors, please contact us IMMEDIATELY for trouble shooting or to discuss re-examination, postponement, test cancellation:

• Candidates exit the exam page by mistake.

• Candidates cannot pass during face recognition.

• Candidates experience illness during the test and cannot proceed the test.

• The computer malfunctioned during the test and the test cannot be continued.

• Internet crashed cause the disconnection of the test page.

• If any of the following fraud behaviour been caught during the test and the proctor judges the test is invalid, a report will be sent to the IDAT office, and an official notice will be sent to the test taker. No re-examination or refund request will be granted.

10. Cancellations and Rescheduling

● **Phone:** +61 2 8316 6633
● **Leave a message:** https://www.idat.org/contact-us/

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 in writing by contacting the customer service team in your region at: 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 your test, with at least 7 full calendar days before your test date, you will be able to reschedule the test for free, ONCE ONLY. Any further reschedule request towards your new test date involves an rescheduling fee (50% of the test fee paid).

• 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, request must be put in writing. With more than 7 days' notice but less than 14 days, student may eligible for a partial refund or a full credit for reschedule the test to another time. 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 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 before at least 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 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.

11. After your test

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 choose order history, you are able to view your result or send your score to nominated schools.

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 '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.
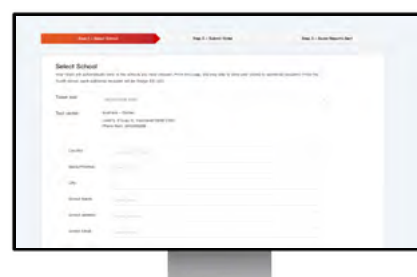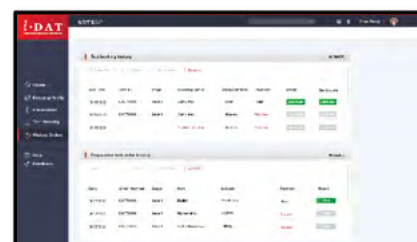
Retaking and rescoring

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. Next test dates must be at least 30 days apart from the previous one.

• 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 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

The IDAT Secure 360 adheres to IDAT's strict proctoring terms and conditions. For the IDAT to be considered by schools, the team at IDAT must make sure that testing that occurs in homes is at the same level of security as tests conducted and proctored in schools. Therefore, parents, student and stakeholders must adhere to strict rules, terms and conditions. Anyone found to have broken the rules or not adhered to conditions will have the test cancelled and results will not be issued. There is **NO REFUND** available to anyone who fails to follow the rules, advice and terms and conditions of the test.

Students are to set-up the IDAT Secure 360 following the advice in the Test Takers handbook. Schools that students have selected to apply for may be informed of failure to abide by terms and conditions.

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 Tets 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, 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   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 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

Fax: + 61 2 9284 9666

Email:enquiries@oaic.gov.au

In the UK

Information Commissioners Office

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