

# 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



# 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 multiple choice and gap-fill exercises where students must choose the most appropriate words or phrases to fill in gaps, according to formality, text type, and accuracy of language. Students must then be able to identify errors in punctuation. The reading texts, as appropriate to age and grade level, require students to identify themes, details, characters, literary devices and understanding.

### Speaking & Listening

The listening for IDAT is assessed through an authentic extended speech by an avatar so students are assessed in a situation which simulates a real classroom. Listening comprehension and abilities are based on students' abilities to listen for gist and specific information and understand questions, stories and recount details. The speaking element requires students to respond to relevant questions for schools to get to know a student. The speaking element is considered a speaking sample and students' answers are provided directly to schools without scores being assigned.



## Mathematics

Students will complete between 10-20 multiple-choice math problems. 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 two sections to assess. The sections are Logic (including transformation, patterns, problem-solving and deductive skills), and critical thinking. The logic component helps to demonstrate a student's cognitive strengths. The critical thinking is multiple choice and looks at students' abilities in deduction, assumption, interpretation, inference and evaluation.



## 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.

	<b>STAGE 1</b>	<b>STAGE 2</b>
<b>Applying for</b>	Aus/US/Can Year 1, 2 UK Year 2, 3	Aus/US/Can Year 3, 4 UK Year 4, 5
<b>Total test time</b> IDAT Concise-English Test	60 Minutes	
<b>Total test time</b> IDAT Concise-Total Test	90 Minutes	
<b>English</b> Reading & Writing	<ul style="list-style-type: none"> <li>• Reading comprehension of short stories with pictures for detail</li> <li>• Order events in narratives or procedures</li> <li>• Select appropriate words/phrases to align with text type &amp; match pictures.</li> <li>• Punctuation &amp; Capitalisation</li> <li>• Everyday &amp; High-Frequency words</li> <li>• Spelling &amp; Phonics</li> </ul>	<ul style="list-style-type: none"> <li>• Reading comprehension of short stories for detail &amp; main idea</li> <li>• Selecting words and phrases appropriate to narrative text types.</li> <li>• Editing for punctuation</li> <li>• Suffixes, Prefixes &amp; High-Frequency Words</li> <li>• Spelling &amp; phonics</li> </ul>
<b>English</b> Listening & Speaking	<ul style="list-style-type: none"> <li>• Short avatar-conducted interview to provide a sample to schools for school-based analysis of student's oral abilities</li> <li>• Listening to narratives and procedures to match pictures to words and identify details.</li> </ul>	<ul style="list-style-type: none"> <li>• Short avatar-conducted interview to provide a sample to schools for school-based analysis of student's oral abilities</li> <li>• Listening to narratives to match descriptions to pictures or for specific details, gist or order of events.</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>• Self-awareness</li> <li>• Risk-taking</li> <li>• Adaptation &amp; Resiliency</li> <li>• Creativity &amp; Problem Solving</li> </ul>	
<b>Mathematics</b>	<ul style="list-style-type: none"> <li>• 2D Geometry</li> <li>• 3D Geometry</li> <li>• Measurement - Length</li> <li>• Measurement - Time</li> <li>• Patterns - Number &amp; Place Value</li> <li>• Addition &amp; Subtraction</li> <li>• Fractions &amp; Decimals</li> <li>• Statistics</li> </ul>	<ul style="list-style-type: none"> <li>• Problem Solving</li> <li>• 2D Geometry</li> <li>• Angles</li> <li>• Measurement - Length</li> <li>• Measurement - Time</li> <li>• Addition &amp; Subtraction</li> <li>• Multiplication &amp; Division</li> <li>• Fractions &amp; Decimals</li> </ul>
<b>Global Knowledge</b>	<ul style="list-style-type: none"> <li>• Logic – IQ-style testing of patterns, space &amp; problem solving</li> </ul>	

	<b>STAGE 3</b>	<b>STAGE 4</b>
<b>Applying for</b>	Aus/US/Can Year 5, 6 UK Year 6, 7	Aus/US/Can Year 7, 8 UK Year 8, 9
<b>Total test time</b> IDAT Concise-English Test	60 Minutes	
<b>Total test time</b> IDAT Concise-Total Test	90 Minutes	
<b>English</b> Reading & Writing	<ul style="list-style-type: none"> <li>• Reading comprehension for information, summary and purpose</li> <li>• Text types: procedures, narratives, explanatory and argumentative</li> <li>• Complex sentences</li> <li>• Commas</li> <li>• Direct &amp; indirect speech</li> <li>• Modals &amp; phrases</li> <li>• Verb tenses (present, past, future, perfect &amp; passive)</li> <li>• Idioms, Noun phrases, &amp; Root Words</li> <li>• Spelling</li> </ul>	<ul style="list-style-type: none"> <li>• Reading comprehension for information and summary purposes</li> <li>• Editing and selecting words in context and for text types - explanatory, argumentative and informative</li> <li>• Sentence types and structures</li> <li>• Nuance words and infrequent vocabulary</li> <li>• Spelling</li> </ul>
<b>English</b> Listening & Speaking	<ul style="list-style-type: none"> <li>• Short avatar-conducted interview to provide a sample to schools for school-based analysis of student's oral abilities</li> <li>• Listening to a short story for specific details and gist</li> </ul>	<ul style="list-style-type: none"> <li>• Short avatar-conducted interview to provide a sample to schools for school-based analysis of student's oral abilities</li> <li>• Listening to an informational text for specific details and gist</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>• Self-awareness</li> <li>• Risk-taking</li> <li>• Adaptation &amp; Resiliency</li> <li>• Creativity &amp; Problem Solving</li> </ul>	
<b>Mathematics</b>	<ul style="list-style-type: none"> <li>• 3D Geometry</li> <li>• 2D Geometry</li> <li>• Angles</li> <li>• Measurement - Length &amp; Space</li> <li>• Numbers - Place Value</li> <li>• Addition &amp; Subtraction</li> <li>• Multiplication &amp; Division</li> <li>• Fractions</li> <li>• Decimals</li> </ul>	<ul style="list-style-type: none"> <li>• Addition</li> <li>• Division</li> <li>• Algebra</li> <li>• Integers - Ordering</li> <li>• Decimals</li> <li>• Fractions</li> <li>• Subtraction</li> <li>• Multiplication</li> <li>• Problem Solving</li> <li>• Measurement &amp; Geometry</li> </ul>
<b>Global Knowledge</b>	<ul style="list-style-type: none"> <li>• Logic – IQ-style testing of patterns, space &amp; problem solving</li> <li>• Critical Thinking – Assumption, Deduction, Interpretation, Inference &amp; Evaluation of Arguments</li> </ul>	

IDAT Concise-English Test Structure

IDAT Concise-Total Test Structure

## STAGE 5

## STAGE 6

Aus/US/Can Year 9, 10  
UK Year 10, 11,

Aus/US/Can Year 11, 12  
UK Year 12, 13

Applying for

**Total test time**  
IDAT Concise-English Test

60 Minutes

**Total test time**  
IDAT Concise-Total Test

90 Minutes

### English

Reading & Writing

- Reading and evaluating classical writing and literary devices for comprehension
- Editing and selecting words in context and for text types - explanatory, argumentative and informative
- Colons & Semicolons
- Paragraphs, linking words and flow in writing
- Refined vocabulary
- Idioms, euphemisms & slang
- Spelling

- Reading and evaluating challenging texts for comprehension and identifying literary devices in classical writing
- Editing and selecting words in context and for text types - explanatory and informative
- Sentence variety, linking words and flow of longer written pieces
- Decoding, nuances, unknown words and parts of speech
- Spelling

### English

Listening & Speaking

- Short avatar-conducted interview to provide a sample to schools for school-based analysis of student's oral abilities
- Listening to a descriptive text for specific details and gist

- Short avatar-conducted interview to provide a sample to schools for school-based analysis of student's oral abilities
- Listening to a controversial lecture for specific details and gist

### Character

- Self-awareness
- Risk-taking
- Adaptation & Resiliency
- Creativity & Problem Solving

### Mathematics

- Equations
- Patterns & Algebra
- Lines & Polygons
- Transformation
- Chance, Rate & Ratios
- Fractions & Decimals
- Algebraic Fractions
- Whole Numbers
- Area & Volume
- Time & Scale
- Means, Graphs & Tables

- Pythagoras & Right-Angled Triangles
- Sine & Cosine Rules
- Area of Triangles
- Arithmetic Sequence
- Geometric Sequence
- Trigonometric Sequence
- Binomial Theorem
- Real & Complex Numbers (Imaginary)
- Conjugate Complex Numbers
- Operations of Complex Numbers
- Matrices
- Probability

### Global Knowledge

- Logic – IQ-style testing of patterns, space & problem solving
- Critical Thinking – Assumption, Deduction, Interpretation, Inference & Evaluation of Arguments

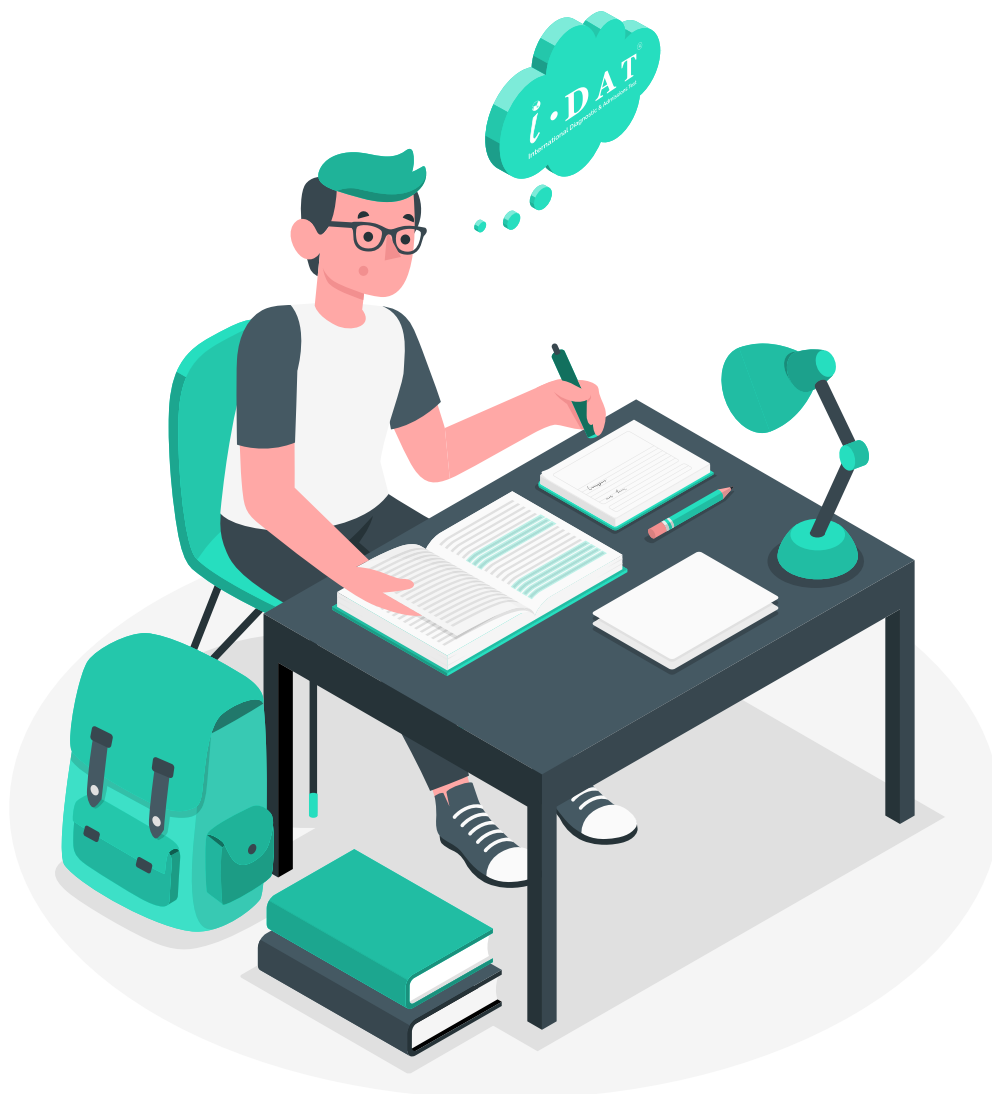
# 02 - Booking a IDAT Concise Test

## Booked by Schools only

All IDAT Concise tests must be booked by **schools** only. Please contact your school to book your 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 the request.



# 03 - Preparing Your Test

## 1 Get to Know the IDAT Test

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 >>](#)



### WHAT YOU NEED TO REMEMBER

- 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.

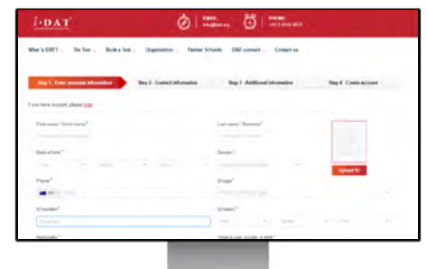
## 2 Register Your Account for a Practice Test (optional)

All IDAT Concise tests must be booked by schools, it is **OPTIONAL** to register your own IDAT account to take a practice test.

[CLICK HERE TO REGISTER >>](#)

### Step 1 - Enter personal information

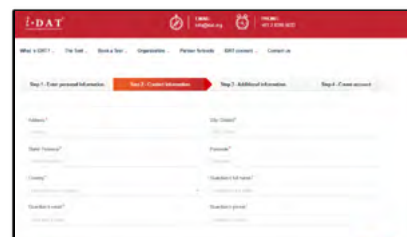
Fill in all required sections. Make sure you upload a valid photo ID (Passport or ID card). For students who do not have a photo ID, Please email [info@idat.org](mailto:info@idat.org) as soon as possible.





## Step 2 - Enter contact information

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



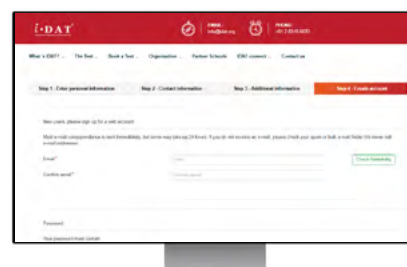
## Step 3 - Additional information

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



## Step 4 - Create account

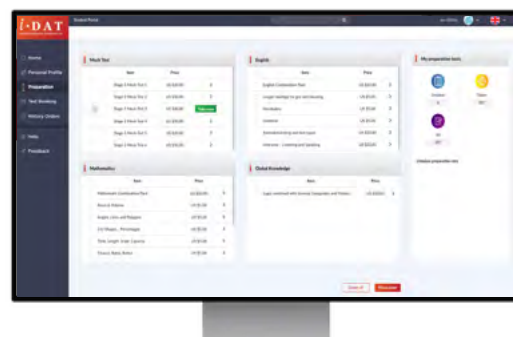
Enter your email as the account user name and set up the password. Click submit to complete your account registration.



# 3 Login Your Account and Take a Practice Test (optional)

- Practice tests are **OPTIONAL** and fees (**USD \$5 - USD \$35**) apply.
- Keep in mind that the training test is designed to familiarise students with the format and functions of the IDAT test. The training test is shorter than the actualvv IDAT 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.



# 04 - On the test day

## 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)

## 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.**

# 05 - Proctoring Stage 1 tests

## Instructions for Proctoring Stage 1 Tests

Due to the age of Stage 1 test takers, test proctors may provide additional explanations to make sure Stage 1 candidates understand the test rules, test environments and system operations:

- The proctor may demonstrate on how to select answers under multiple-choice questions to the test taker – just for the first question ONLY. The proctor may read aloud the first question and its options, but CAN NOT select or show students which answer to select.
- The proctor may show the student where to type their answers for the FIRST WRITING TASK ONLY. They cannot prompt the student on what to type.
- The proctor may demonstrate on how to proceed the interview section during the test. Show the student how to listen to questions again and instruct them how to record their answers into the microphone. You may also indicate when they are finished speaking, all prompts are allowed for the FIRST QUESTION ONLY.
- Remind the student of timing if they are running out of time and encourage them to hurry up.
- The proctor can stay in the room if they are silent and remain in a position that is visible to the 360 camera (for 360 tests). They can only speak and help with the test according to the guidelines here.
- The role of the proctor is to comfort but not give answers or suggest answers to the student.
- At the beginning of any new section, the proctor may approach the screen and help the student read the instructions. The proctor can only speak in English and can only read exactly what is on the screen. If the child is confused, they can (in English) tell them it is okay and that they are sorry but they can only help them in English and with what is on the screen. They cannot use another language even if the child expects it. It is better to prepare children, so they know that they will only be allowed to work in English for this test.
- The student may write their answers on a piece of paper for the writing. The proctor can read the first question in English (as they can with other sections), and then the child can write it onto paper. That paper is to be given to the proctor (in a test center), or put in front of the screen for 10 seconds still by the proctor in the last 20 seconds of the writing test.

# 06 - 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.
- 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.

## 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.

# 07 - After your test

## Test Result

Results are sent directly to schools within 2 business days after the test completion. Students wishing to view copies of the results can contact the school to ascertain what the school policy is on sharing results with students.

## Rescoring

### Requesting a Rescore

Within 5 business days of receiving test results, schools 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

**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 Test 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/>