

# Test Taker Handbook

**SECURE 360**

ONLINE TESTING SYSTEM



# 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. There is a one paragraph writing sample that students from stages 3-6 will complete. This is provided directly to the school without scores being assigned.

### 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). The logic component helps to demonstrate a student's cognitive strengths.



## 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>Year of Study</b>	AU/CA/USYr 1/2 UK Yr 2/3	AU/CA/USYr 3/4 UK Yr 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, 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>	

IDAT Concise-English Test Structure

IDAT Concise-Total Test Structure

	<b>STAGE 3</b>	<b>STAGE 4</b>
<b>Year of Study</b>	AU/CA/US Yr 5/6 UK Yr 6/7	AU/CA/US Yr 7/8 UK Yr 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> <li>• A sample writing paragraph based on a personal topic</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> <li>• A sample writing paragraph based on a personal topic</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, 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> </ul>	

	<b>STAGE 5</b>	<b>STAGE 6</b>
<b>Year of Study</b>	AU/CA/USYr 9/10 UKYr 11/12	AU/CA/USYr 11/12 UKYr 12/13
<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 and evaluating classical writing and literary devices for comprehension</li> <li>Editing and selecting words in context and for text types - explanatory, argumentative and informative</li> <li>Colons &amp; Semicolons</li> <li>Paragraphs, linking words and flow in writing</li> <li>Refined vocabulary</li> <li>Idioms, euphemisms &amp; slang</li> <li>Spelling</li> <li>A sample writing paragraph based on a personal topic</li> </ul>	<ul style="list-style-type: none"> <li>Reading and evaluating challenging texts for comprehension and identifying literary devices in classical writing</li> <li>Editing and selecting words in context and for text types - explanatory and informative</li> <li>Sentence variety, linking words and flow of longer written pieces</li> <li>Decoding, nuances, unknown words and parts of speech</li> <li>Spelling</li> <li>A sample writing paragraph based on a personal topic</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 descriptive text 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 a controversial lecture for specific details and gist</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>Self-awareness</li> <li>Risk-taking, Adaptation &amp; Resiliency</li> <li>Creativity &amp; Problem Solving</li> </ul>	
<b>Mathematics</b>	<ul style="list-style-type: none"> <li>Equations</li> <li>Patterns &amp; Algebra</li> <li>Lines &amp; Polygons</li> <li>Transformation</li> <li>Chance, Rate &amp; Ratios</li> <li>Fractions &amp; Decimals</li> <li>Algebraic Fractions</li> <li>Whole Numbers</li> <li>Area &amp; Volume</li> <li>Time &amp; Scale</li> <li>Means, Graphs &amp; Tables</li> </ul>	<ul style="list-style-type: none"> <li>Pythagoras &amp; Right-Angled Triangles</li> <li>Sine &amp; Cosine Rules</li> <li>Area of Triangles</li> <li>Arithmetic Sequence</li> <li>Geometric Sequence</li> <li>Trigonometric Sequence</li> <li>Binomial Theorem</li> <li>Real &amp; Complex Numbers (Imaginary)</li> <li>Conjugate Complex Numbers</li> <li>Operations of Complex Numbers</li> <li>Matrices</li> <li>Probability</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>	

IDAT Concise-English Test Structure

IDAT Concise-Total Test Structure

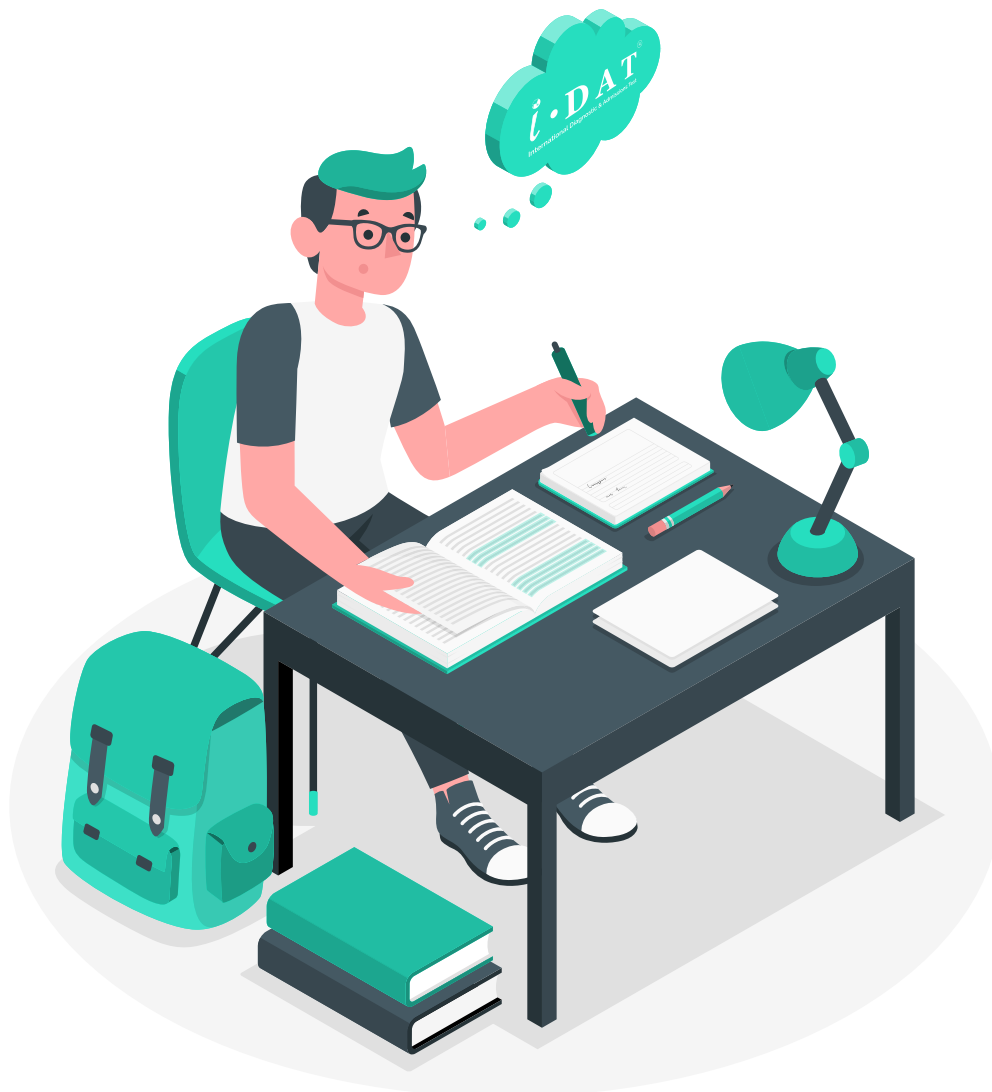
# 02 - Booking a IDAT Concise Test

## 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 >>](#)

## 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.

Doing a practice test may help students to feel familiar with the test format. However, these are NOT the same questions students will be asked in the test. It is not required to do a practice test in anyway.

[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.



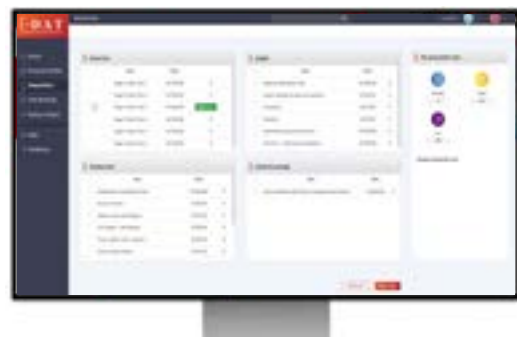
## Step 4 - Create account

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



# 3 Login to 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 actual 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 - Test Requirements



A reliable internet connection



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



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 make sure you read through the IDAT Secure 360 Test instruction attached with your confirmation email PRIOR to your test date.
- Please use a **WIRED** headset and microphone only, and keep them connected, to have the best audio and recording quality during the test.
- Please **DO NOT** use any wireless headset and microphone, because it may be disconnected at any time.
- Please note, IDAT is GDPR compliant and you **DO NOT** need to use **VPN** to secure your location or identity. If you use VPN it may affect the consistency of your internet connection.
- Please **DO NOT** use a mobile hotspot as your source of internet. It could severely affect the submission of your test answers.

# 05 - 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 cheats or attempts 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



Blank paper and pencil are allowed.



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.



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



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



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



Eating is not allowed, but you can drink water.



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



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



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

# 06 - On the Test Day

It is up to the student and parents/guardian to set up the cameras and system correctly. If you are worried you have not done it correctly, please stop and contact IDAT. We will respond within 24 hours at info@idat.org. The live chat on our website is on but is not active 24 hours a day.

- Any mistakes in set up or ambiguity in view from the cameras may invalidate the test.
- Any conversations with others during the test may invalidate the test (outside of parental guidance for young students as outlined here).

## 1 Enter the testing system

Open Google Chrome (compulsory), click the link in your **EMAIL** and enters the **CODE** to start . You will see the page like →



## 2 Set up your devices

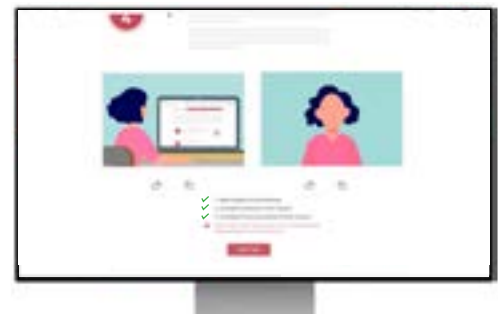
Follow the steps showing on the website and set up your relevant devices.

→ [View full testing instruction](#)



## 3 Get three green ticks

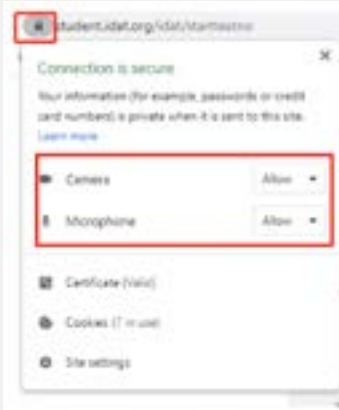
Make sure you can see THREE (3) green ticks on the bottom of the page and please DO NOT click "Start Test" just yet.



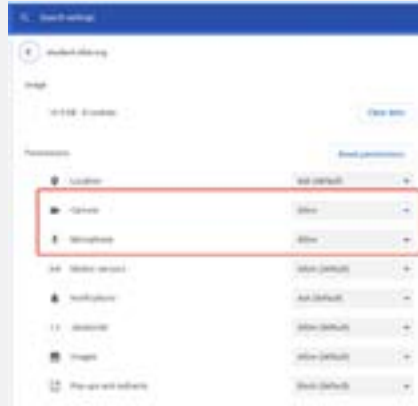
 [Click to view video instruction](#)



IF the you cannot get the second (2nd) green tick, make sure you have given permission for Google Chrome to access to your computer camera. Two places can check if the permissions have been given:



1. Address bar, click the "lock" sign - in front of the webpage address; (see picture ←)

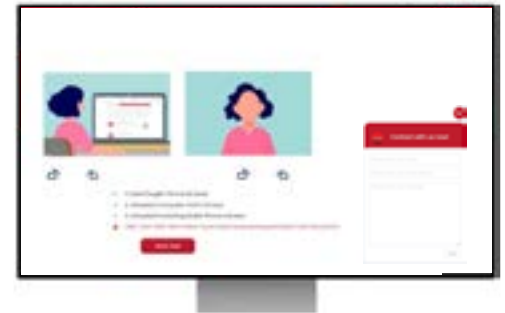


2. Chrome Settings. Search camera and microphone, set them on "Allow".

## 4

### Start test

Message your online proctor once you are ready. When your proctor approves your settings, they will give you the "Start Test" permission via the online chatbox.



## 5

### Camera and microphone check

After you start the test, you will need to check if your camera and microphone are working well. Click 'check now', make sure you can see themselves and hear themselves. This is VERY important as it would affect the video quality of the interview section.



# 07 - During the Test



## IMPORTANT

### **For students in Stage 1 & 2 only,**

- 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** for each section. Then the guardian or parent **MUST** leave the room but can stay within earshot and come in and help with technical issues only. The guardian or parent can show the student how to answer each section but not what to answer. Use common sense about guidance. It is not a parent's job to show the child the correct answer, but just how to use the system. At now time can parents speak in any language other than English. They should only read off the screen and not use their own words.
- All older 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 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.
- Schools are informed of when students do not follow the rules and how. It is then up to the school whether they will require payment, retesting or will not accept the application.

- No one else can be in the room when you take the test.
- 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 must destroy all notes and extra paper used at the completion of the test.

# 08 - 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 is 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.

# 09 - 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/>