

Examinee Guide

The Institute for International Business Communication (IIBC)

Thank you very much for taking the TOEIC. Please take notice of the points listed below before, during, and after the test. Please follow the directions given by the TOEIC staff. If you have any questions about the test administration, please feel free to ask a member of the TOEIC administration staff.

TEST FORMAT:

Listening Section (45 minutes)		
Part	Name of each part	Number of items
1	Photographs	6
2	Question-Response	25
3	Conversations (with and without a visual image)	39 (3×13)
4	Talks (with and without a visual image)	30 (3×10)

Listening Section (75 minutes)		
Part	Name of each part	Number of items
5	Incomplete Sentences	30
6	Text Completion	16 (4×4)
7	· Single passages · Multiple passages	29 25

* Your score will be based on the number of questions you answer correctly. There is no penalty for guessing. Pay close attention to the time especially during the Reading section of the test and attempt to answer every question.

TEST SCHEDULE:

Time		Caution
12:35 ~ 13:00	Test explanations Listening audio check Handing out the test books	There will be no break after 12:30. You are not allowed to leave the test room after 12:30. The proctor will confirm that your mobile phone and other electronic devices are turned off. The proctor will collect admission ticket with your photo.
13:00	Start of test	No break. Go on to the reading section after the end of the listening section. Note: The proctor will announce when the test start time or the finish time is changed due to a variation in the length of the listening section, which may be shorter or longer than the target 45 minutes.
15:00	End of test	
15:15 (Approximately)	Collection of test books, answer sheets and change of personal information forms Exit from testing room upon receiving permission from the proctor.	You are not allowed to remove or copy any part of the test books or answer sheets. All test books and answer sheets must be returned to the proctor. Please remain seated until the proctor collects all test books and answer sheets and confirms that none are missing.

BEFORE THE TEST:

1. Please register at the reception desk before entering the testing room.
2. If you do not bring your admission ticket, or do not know your registration number, please contact IIBC (tel: 03-5521-6033) and give your name and application number to the operator.
3. Please be seated as designated by your registration number.
4. When filling out the answer sheet, please refer to the reverse side of this sheet.
5. If you find anything in the test environment that you think will affect your ability to take the test, such as unstable chairs or desks or insufficient sound quality, please notify the staff during test explanations or listening audio check.
6. Please inform the staff at the reception desk if you require a change of personal information form. Please complete the form before 12:30. The proctor will collect the form after the test.
7. Please confirm the location of the emergency exit.
8. We appreciate your cooperation with no-smoking rules.



CAUTION:

- Please follow the directions on this sheet.
- No food or drinks are allowed in the testing room.
- You are not allowed to leave the testing room before the test ends. If you do not feel well, please ask a member of our staff for assistance before the test starts.
- Please do not open your test book until you hear the official announcement in Japanese to do so.

DURING THE TEST:

1. In order to ensure the best sound environment during the listening section, we close all windows and doors.
2. If you find missing pages or any problems with either the test book or answer sheet, please ask the proctor for a replacement.
3. If you need to use the restroom during the test, please inform the proctor by raising your hand and then leave the room quietly without disturbing other examinees. (Any time spent out of the room during the test will be lost time.)
4. If you do not feel well and need to end the test before 15:00, please inform the proctor first and then leave the room quietly.

5. If unusual circumstances occur, requiring modification to the test administration, please follow the directions of the staff.
6. The proctor will make rounds of the test room to confirm that optimal testing conditions are maintained and that all examinees comply with the instructions and warnings.
7. Please limit noise that may disturb other examinees.
8. Certain noises are unavoidable during the test, such as those associated with turning test book pages and movement of the proctor. Even if a noise does occur during the listening portion of the test, the affected questions will not be repeated. The testing time will also not be altered if a noise occurs during the reading section.

CAUTION:

- The staff will not be able to answer any questions about the contents of the test.
- You may NOT use notepaper, and you may NOT write or make any marks in your test book.

AFTER THE TEST:

1. Before you leave the room, please make sure to take all of your belongings with you. Please take any trash with you when you leave.
2. If you do not receive an Official Score Certificate within 35 days of the test date, please contact the IIBC Test Operation Center within 65 days after the test date. Any notice of undelivered certificate submitted later than 65 days after the test date will be considered a request for reissue and the fee for reissuing a certificate must be paid.

Attention

In order to guarantee the very best testing conditions for all examinees, we ask for your cooperation with regard to all electronic devices, including mobile telephones, paging devices, and all other sound-emitting objects.

1. From 12:35 to exiting from the test room, please make sure to turn off alarms and all other settings of such devices and switch off cellular phones and other electronic devices (e.g. audio player, PC, video game console, electronic dictionary, electronic organizer). Please refrain from talking on the phone in the test room even before 12:35.
2. Even if noises from cellular phones, electronic devices or wristwatch alarms occur during the listening test, re-tests are not conducted. Testing time for the reading test will not be extended even if noises occur. The person responsible for the noise will be asked to leave the test center.
3. We shall not bear responsibility for any quarrels that arise between examinees.

Additional warnings

The following acts are prohibited in conjunction with all test administrations.

<Prohibited acts>

1. Acts leading to the disclosure of test question contents
 - (1) All acts that can be considered photography, recording, audio recording, and copying
 - (2) Writing outside of the designated space on answer sheets or on a test book or other materials
 - (3) Removing a test book and/or answer sheets from the test room by any means and/or disclosure of test question contents
 - (4) Reproduction of test question contents by any means in whole or in part (not limited to English) in a state available for browsing or listening by the general public via Internet, TV, radio, e-mail, documents, lectures or any other possible means
 2. Acts of taking the test with help from others
 - (1) Cheating
 - (2) Taking the test in place of a registered examinee
 - (3) Offering or receiving assistance during the test
 - (4) Taking the test fraudulently and any other acts that are considered dishonest
 3. Acts of taking the test over the designated testing time
 - (1) Looking through test contents before the test start time or answering questions after the test finishes
 - (2) Looking through reading test contents during the listening test or looking through listening test contents during the reading test
 4. Acts of sabotage (e.g. acts of violence, damage to property)
- <IIBC will respond to misconduct as follows:>

1. If a test taker fails to follow the above directions, engage in any of the prohibited acts, or if any question arises about the validity of answers, the following measures may be result:
 - Warning from staff
 - Dismissal from the test site during the test
 - Checks of belongings
 - Your answers not being scored
 - Disqualification from taking any test which IIBC or ETS administers
 - Cancellation of any test scores administered by IIBC or ETS (including those previously awarded)

In the case test results are cancelled, if any inquires are received from a company, school or other organization regarding scores, we will notify said organization that the scores have been cancelled.

2. Proctors may walk around the test room to maintain an appropriate test environment and to check if any prohibited acts occur.

Educational Testing Service (ETS), developer of the TOEIC test, considers any marking of test books to be a form of cheating or disclosure of test items.