Please read this examinee guide before check-in begins. After the test has been completed, this guide will be collected by the staff.

### [Test Schedule]

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Caution</th>
</tr>
</thead>
</table>
| [A.M.] 9:30~ 11:30 | • Prepare ID  
  • Fill in Statement                        | Please prepare your “ID” and “Confidentiality Statement” documents beforehand. |

There is no break after you have checked in. Please use the restroom or take care of other needs prior to check-in. Please return to the testroom by the reception time.

1. **Photo identification (valid identification only, copies are not acceptable)**
   - Passport, Driver’s License, Student ID, Employee ID Card, Resident Registration Card, Certificate of Alien Registration, Residence Card, Special permanent resident certificate, Individual Number Card
   - In the event that you do not have ID, you will be unable to take the test. Please have ID with you at all times throughout the test administration.
   - With the exception of passports, all identification should be issued within Japan.
   - If your name has changed for any reason including marriage, and does not match the name you registered, please inform the staff before check-in and submit a change-of-name form. Please present a public document (such as one’s family register) to a staff.

2. **Confidentiality Statement**
   - Please read and confirm the contents of the Confidentiality Statement (both sides) and fill out all the items referring to the example provided. If you don’t agree with these terms, you will be unable to take the test.

<table>
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<tr>
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<th>Activity</th>
<th>Caution</th>
</tr>
</thead>
</table>
| [A.M.] 9:30~ 11:30 | Check in/ Start of test                    | You will be called by the admission number written on your Confidentiality Statement. Please have your ID, Confidentiality Statement and this examinee guide ready. If you have a cell phone, all the functions must be turned off. The staff will confirm.

- Items allowed to remain on the desk during the test will be this examinee guide, ID and acceptance number card. Other belongings should be kept in your bag. Please keep your bag under the table.
- During Check-in, staff will check your ID and take your photograph. The photo will be printed on your Official Score Certificate.
- After checking in, the staff will guide you to your seat. When entering / leaving the room or taking a seat, please do not drag the headset cord and avoid contact with an outlet or cables that may be under your feet.
- The test will not start for all candidates at the same time. You can start the test after you have taken your seat.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Caution</th>
</tr>
</thead>
<tbody>
<tr>
<td>[A.M.] 11:30~ 15:30</td>
<td>End of test (estimated)</td>
<td>You are not allowed to leave the testing room during the test. If you do not feel well, please inform the staff by quietly raising your hand. (Any time spent out of the room during the test will be lost time.)</td>
</tr>
</tbody>
</table>

You are not allowed to leave the testing room during the test. If you do not feel well, please inform the staff by quietly raising your hand. (Any time spent out of the room during the test will be lost time.)

### [Attention]

Please read the precautions written in the Confidentiality Statement (both sides) and test screen (P.2 of this examinee guide). Failure to comply with the regulations may result in: Warnings from the staff, Your answers not being scored, Dismissal from the test site, Bag checks, Disqualification from taking any test which IIBC or ETS administers, Cancellation of any test scores administered by IIBC or ETS (including those previously awarded).

### [Test Result Notice]

Your Official Score Certificate will be sent out within 30 days after the test. (If your application is part of a group application, test results will likely to be sent out to your institution’s contact person). If you wish to send out your Official Score Certificate to an overseas address, send necessary documents within 10 days after the test. For details, refer to the TOEIC® Speaking and Writing Tests official website.
When the staff finishes preparing the test, please proceed according to the process below. (For details, read the directions displayed on the screen.) If you have any questions, raise your hand. (The staff will not be able to answer any questions about the contents of the test.)

1. Check your Name・Birth date・Address (where Official Score Certificate will be sent)

If the displayed information is correct, proceed to 2.

Date of birth / Address Change
When any of the following applies, please log-in to the TOEIC® Application Site and change your registered information, within 10 days of the test. (If your application is part of a group application, test results will likely be sent out to your institution’s contact person.)

- your address has changed / will change within 25 days after the test
- wish to change address for receiving test results
- your address / birth date was registered incorrectly

The test screen will display your prior information. However, the updated information will be printed on the Official Score Certificate.

Name Change
Please inform the staff by raising your hand.

2. Check the check box

If the displayed information is correct, check the check box and click ［進む（NEXT）］ to proceed to the next page.

※ If you do not check the check box, you will not be able to press ［進む（NEXT）］ or proceed to the next page.

3. After the TOEIC Logo appears on the screen, check TOEIC Center Regulations etc.
Click [CONTINUE] in the upper right corner.

4. Wearing the headset
Please make sure the microphone is placed on the left side of your face and near your mouth.
Please do not touch the microphone while recording.

5. Changing the Volume
If you cannot hear the instructions clearly, please raise your hand and do not click [CONTINUE].
6 Recording test

1) Record your speaking voice
Click [REC] at the bottom of the screen and read the sample script. You will not be graded on the spoken contents here.

2) Confirm your recording
Click [PLAY] and be sure to confirm that your voice has been correctly recorded.

If there is a problem with the recording
Do not proceed to the next screen and inform the staff by raising your hand.

If you wish to record again
Proceed from 1).

If your recording is successful
Click [CONTINUE].

7 TOEIC® Speaking Test Directions

TOEIC Speaking Test is 20 minutes (11 questions).
After checking the Speaking Test Directions, please click [CONTINUE].

<table>
<thead>
<tr>
<th>Q</th>
<th>Task</th>
<th>Preparation Time</th>
<th>Response Time*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>Read a text aloud</td>
<td>45 sec. per item</td>
<td>45 sec. per item</td>
</tr>
<tr>
<td>3</td>
<td>Describe a picture</td>
<td>30 sec.</td>
<td>45 sec.</td>
</tr>
<tr>
<td>4-6</td>
<td>Respond to questions</td>
<td>None</td>
<td>15 or 30 sec.</td>
</tr>
<tr>
<td>7-9</td>
<td>Respond to questions using information provided</td>
<td>30 sec. to read the information provided</td>
<td>15 or 30 sec.</td>
</tr>
<tr>
<td>10</td>
<td>Propose a solution</td>
<td>30 sec.</td>
<td>60 sec.</td>
</tr>
<tr>
<td>11</td>
<td>Express an opinion</td>
<td>15 sec.</td>
<td>60 sec.</td>
</tr>
</tbody>
</table>

*Remaining response time will appear on the screen

<TOEIC Speaking Test Guidance>

- Please be careful not to touch the microphone or the cord with your hand. This may disrupt the recording process.
- Speak in a normal tone.
- In the Speaking Test, when the time for answering each part ends, you will automatically move on to the next part of the test.
- You will be able to change the volume with [VOLUME] during the Speaking Test.

8 The end of the TOEIC Speaking Test

You may start the TOEIC® Writing Test immediately if you click [CONTINUE] in the upper right corner.

<Wearing the headset during the TOEIC Writing Test>
You do not need to wear the headset, but you may use it to reduce surrounding sounds during the test.
TOEIC Writing Test Directions

TOEIC Writing Test is 60 minutes (8 questions). After checking the Writing Test Directions (Screen ①), please click [CONTINUE].

<table>
<thead>
<tr>
<th>Q</th>
<th>Task</th>
<th>Response Time*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td>Write a sentence based on a picture</td>
<td>8 min. for 5 items</td>
</tr>
<tr>
<td>6-7</td>
<td>Respond to a written request</td>
<td>10 min. for each item</td>
</tr>
<tr>
<td>8</td>
<td>Write an opinion essay</td>
<td>30 min.</td>
</tr>
</tbody>
</table>

*Remaining response time will appear on the screen

TOEIC Writing Test Guidance>
Questions 1-5 (Write a sentence based on a picture)

- The directions (Screen ②) will be displayed on the screen (for 1 minute). The time shown at the upper right corner will start at 9 minutes, and Question 1 will automatically start when the time turns to 8 minutes.
- Questions 1-5 will not automatically move to the next question. Please click [NEXT] (Screen ③) to move on to the next question. If you want to go back to the previous question, please click [BACK] (Screen ③). You cannot move on to Question 6 until 8 minutes have passed. If [Minimum Section Time Requirement] (Screen ④) is displayed, click [RETURN] (Screen ⑥) to return to the test screen.

TOEIC Writing Test

- Click [HELP] (Screen ⑤) to see the directions again or to confirm how to answer the questions. Please click [RETURN] (Screen ⑥) in the upper right corner to return to the question.

*The test will proceed while displaying the [Help] screen. (Testing time will be lost.)

- The [¥] key cannot be used. If you wish to type ¥, please type “YEN”.
- You cannot use shortcut keys, such as [Ctrl]+[X] (Cut), [Ctrl]+[V] (Paste). Please use the buttons on the screen as follows.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut</td>
<td>To delete something you have typed. Highlight the text and click on [Cut].</td>
</tr>
<tr>
<td>Paste</td>
<td>To put text in a new spot. Highlight the text and click on [Cut]. Click on the spot where you want to place the text and click on [Paste].</td>
</tr>
<tr>
<td>Undo</td>
<td>Click on [Undo] to reverse or cancel your last action. Each click reverses one more action.</td>
</tr>
<tr>
<td>Redo</td>
<td>Click on [Redo] to reverse the action of the Undo command. Each click reverses one more Undo command.</td>
</tr>
</tbody>
</table>

FAQs>
Q. How do I switch between uppercase and lowercase letters?
A. Press the [Shift] key + [Caps Lock] key (Screen ⑦).

Raise your hand and inform the staff when the screen on the right appears
The staff will confirm the screen. Please make sure to take all your belongings with you. Please be quiet when leaving the test room, as the time of test completion is different for each examinee.