TOEIC® Speaking & Writing Tests/TOEIC® Speaking Test
Examinee Guide

Please read this examinee guide before check-in begins. The staff will collect this examinee guide after the test.

【Caution】

Read the precautions written in the Confidentiality Statement and test screen. 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 Procedure】

*Confirm the location of the exit for emergencies.

Activity	Precautions
Before Check-in	**Prepare your "ID" and "Confidentiality Statement" documents beforehand.** There is no break after check-in. Please use the restroom or take care of other needs. **[1] A valid photo ID issued in Japan** If you do not have an ID, you will not be able to take the test. Photocopies, photographs of the ID will not be accepted. **[2] Confidentiality Statement** Read and confirm the contents, and fill out all the items referring to the example provided. If you do not agree with these terms, you will not be able to take the test.
Check-in ／ Start Test	● Have your ID, Confidentiality Statement and this examinee guide with you. If you have a cell phone, all the functions must be turned off. The staff will confirm at Check-in. You may not wear your watch in the test room. ● Items allowed to remain on the desk during the test will be this examinee guide, Confidentiality Statement (backside memo column), and pen (provided by the test-center). Other belongings must be kept in your bag and placed under the table (or placed in lockers if provided). ● At Check-in, the staff will confirm your ID and take your photograph. The photo will be printed on your Official Score Certificate. ● When entering / leaving the room and taking a seat, do not pull on the headset cord and avoid contact with outlets or cables that may be under your feet. ● The test will not start for all candidates at the same time. You will start the test after you have taken your seat. ● Inform the staff if you have any trouble with test equipment. ● The staff will not be able to answer any questions regarding the contents of the test.
During Test	You are not allowed to leave the test room during the test. If you do not feel well, please inform the staff.
After Test	Please leave the test room quietly. The time of test completion is different for each examinee. Take any litter with you when you leave.

【About the test】

◆TOEIC® Speaking Test

The microphone should be located on the left side of your face.
To avoid error in the recording, refrain from actions below.

- ・Touching or pulling the headset cords
- ・Speaking too loudly
- ・Touching the microphone, or putting the microphone too close to your mouth

◆Recording test

Play your recorded voice to confirm if recorded correctly.
If there is any problem with the recording, inform the staff.

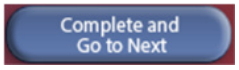
Please turn over

◆TOEIC® Writing Test

・You may use the headset to reduce surrounding noise during the test.
・Click [HELP] to see how to answer the questions. Click [RETURN] in the upper right corner to return to the question.
*The test will proceed while displaying the [HELP] screen.
・To switch between uppercase and lowercase letters, press [Shift] key + [Caps Lock] key.
・You cannot use shortcut keys, use the buttons on the screen as follows:

Cut	Highlight the text you want to cut and click［Cut］.
Paste	Click on the spot where you want to place the text and click［Paste］.
Undo	Cancel your last action.
Redo	Reverse the action of the [Undo] command.

・Remaining time for each question will appear on the screen. The test will automatically proceed when the time is up, but you may move on to the next question by using the button as follows;
*Note that you cannot return to the previous question once you move on to the next screen.

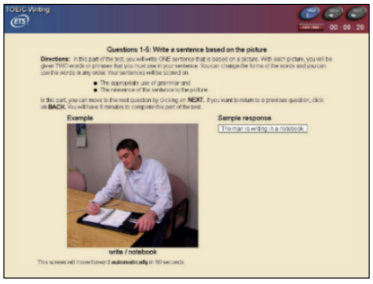


You will be able to proceed the test before you reach the time limit.
If you wish to stay, click "Back". If you wish to move on to the next question, click "Next".
Once you click "Next", you will not be able to go back to the previous question.

You will be able to end the Writing Test before you reach the time limit of Question 8.
If you wish to stay, click "Back". If you wish to end the Writing Test, click "Complete and End Writing Test".
Once you click "Complete and End Writing Test", you will not be able to go back to the previous question.

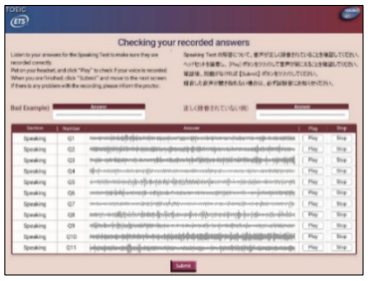
◆TOEIC Writing Test Question 1-5

・**Directions 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**.
・**Questions 1-5 will not automatically move to the next question.**
You have 8 minutes to answer Questions 1-5 by clicking [NEXT] or [BACK] to proceed.



◆Check recorded audio for the TOEIC Speaking Test

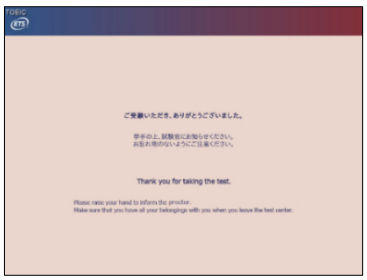
Listen to your answers to make sure they are recorded correctly.
If there is any problem with the recording, please inform the staff.



◆End of test

At the end of the test, please inform the staff to confirm the screen.
Make sure to take all of your belongings with you. Please be quiet when leaving the test room.

*The staff will collect this examinee guide, the Confidentiality Statement, and pen after the test. Please be careful NOT to take any of these items with you.



◆For information regarding test results or changing your registered information, please check the TOEIC® Official Website.

IIBC You Connect People Around the World We are Here to Support
The Institute for International Business Communication

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Version 4/2026