

Notes on application

Please confirm and consent to the Privacy Policy of IIBC and TOEIC Bridge® L&R Secure Program guidelines before you apply for the TOEIC Bridge® L&R Secure Program.

1. If you arrive at the test center without a personal identification accepted by the Institute for International Business Communication (“IIBC” hereinafter), the test administrator will not admit you and you cannot take the test. The test fee will not be refunded in such cases. Be sure to check for the items you need to bring with you on the test date before applying.
2. **You are not allowed to change the test date once the application is submitted. No one can take the test on behalf of a registered examinee. We cannot refund the test fee once payment is made.**
3. If you are a minor, please obtain the consent of your legal guardian.
4. If you are aged 12 or under on the test date, you will be required to take the test in the room specifically for younger examinees. If your family member also plans to take the test at the same test site, please contact the IIBC Test Operation Center by the application deadline.
5. If you have visual, hearing or orthopedic impairment, please contact the IIBC Test Operation Center before you apply. Depending on the circumstances, in some cases your application may not be accepted.
6. Please accurately enter your name and date of birth as listed on your family register.
7. The application process is completed after you have gone through all prescribed application procedures and have paid the test fee. Only when all prescribed application procedures have been completed, a receipt of application will be sent to you by e-mail. (We will use the e-mail address you registered when you applied.) Please keep this e-mail until you receive your test results. Even if our e-mail regarding receipt of application does not reach you, we will consider your application to be complete. If your application is complete, you will see the word “Payment completed” on the payment status screen on the “TOEIC Bridge® Listening & Reading tests "Test application history”. Please make sure to confirm the status of your application or call [the IIBC Test Operation Center](#). We will need to verify your identity upon your confirmation of application details.
8. After you have completed all prescribed application procedures, you will be issued an admission ticket which will also serve to notify you of the test center allocated to you. The same information will be available on the TOEIC Application Site, at the “Admission Ticket Information Details” page. If you would like to change the test site, please contact the IIBC Test Operation Center from the Wednesday eighteen days to the Wednesday four days before the test date. If seats are available at the test site you would like to change to, you may be able to change the test site. Note that you cannot change the test centers within the same test site or designate a specific test center. Additionally, if the Wednesday eighteen days before the test date or the Wednesday four days before the test date is a holiday, the deadlines for completing these procedures will change. Contact the IIBC Test Operation Center for specific information.
- ※ The “test site” is an area classification set up by the IIBC Test Operation Center. You can choose the test site when you apply. We designate the test center within the test site you chose and notify you of it by printing the information on the admission ticket.
9. All answer sheets completed by examinees on the test date will be scored except in the cases stated below.
10. After we receive the applications, we may announce important notes regarding each test on our official website as "Important Notice". Please check the "Important Notice" prior to taking the test.

To the legal guardians of examinees

If an inquiry is made by a legal guardian of the examinee, we will reply by telephone using the telephone number on the application after confirming the person inquiring to be a legal guardian of the examinee.

Admission ticket

The admission ticket is sent out by mail about 2 weeks in advance of the test date. All the information you need for taking the test can be found under the heading of "Test Information" at the TOEIC Application Site. (Please see "Reviewing Your Admission Ticket Information" for further details.) If you do not receive your admission ticket and are unable to check the information through the website, the test taker himself or herself should be sure to contact [the IIBC Test Operation Center](#) during [the period of inquiry for undelivered admission tickets](#) designated for every TOEIC Bridge Listening & Reading in Secure Program, as stated in the schedule (Japanese).

We do not accept any changes of test date or refund any test fees on the grounds of un-delivered admission tickets.

IIBC Test Operation center	03-5521-6033
Period of inquiry for un-delivered admission tickets	10:00 - 17:00 (Except Saturdays, Sundays, and public holidays)
Test day	8:00 - 9:30

Test Fee

Test Fee	¥4,950(Tax Included) ※Once paid, the test fee cannot be refunded. ※Pay by credit card, convenience store (7-Eleven, Lawson, Ministop, FamilyMart, Seicomart).
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General notes on taking the test

Only examinees who have completed all prescribed application procedures are allowed to enter the test center. No waiting room is available for persons accompanying examinees.

Schedule	9:25 - 9:55 Enter the test room 9:55 - 10:20 Test explanations • Listening audio check 10:20 - 11:20 Test 11:20 - 11:30 Collection of test books and answer sheets 11:30 (Approximately) Exit from test room ※You will not be admitted and you cannot take the test if you do not check in by 9:55. Note that your test fee will not be refunded if this happens. ※There will be no break after 9:55. You are not allowed to leave the test room after 9:55.
What to bring	1. Your admission ticket 2. An accepted ID (Valid and original photo ID) : Driver's license issued in Japan, student ID issued in Japan (Digital student IDs are also accepted.), passport, individual number card, basic resident registration card, residence card, special permanent resident certificate, provisional driver's license issued in Japan, driving record certificate, physical disability certificate, intellectual disability certificate, mental disability certificate ※You will not be admitted on the day of the test and therefore you will not be able to take the test if you fail to bring one valid photo ID from the list above. Your test fee will not be refunded in such cases. ※Photocopies/photographed images of the above will not be accepted.

	<p>3. Writing instrument HB or #2 pencil or mechanical pencil, eraser ✘We cannot score your answer sheet if you use other writing instruments.</p> <p>4. Wristwatch ✘Use of smartwatches and wearable devices in the test room is prohibited.</p>
Cautions	<p>■ Responses to violations</p> <p>1. If you fail to follow the directions below, engage in any of the prohibited acts, or if any question arises about the validity of answers, the following measures may be result:</p> <ul style="list-style-type: none"> ● 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 Educational Testing Service(“ETS” hereinafter) administers ● Cancellation of any test scores administered by IIBC or ETS <p>(including those previously awarded)</p> <p>In the case test results are cancelled, if any inquiries are received from a company, school or other organization regarding scores, we will notify to organization that the scores have been cancelled.</p> <p>2. Proctors may walk around the test room to maintain an appropriate test environment and to check if any prohibited acts occur.</p> <p>■ Cautions</p> <p>1. You will be notified of your test center by an admission ticket sent separately with the corresponding information printed on it. Follow the instructions printed on the admission ticket. Some test centers are subject to access restrictions (e.g., you may be prohibited from coming to the center by car, motorcycle, or bicycle).</p> <p>2. Please do not contact the test center regarding the TOEIC test or test administration.</p> <p>3. Please follow the instructions of the proctor at the test center.</p> <p>4. No food allowed in the test room, including gum and candy.</p> <p>5. Wear clothing that will be comfortable under various temperatures. It may not be possible to adjust the temperature of the test room in accordance with examinees’ requests.</p> <p>6. IIBC shall bear no responsibility for any losses or damages at the test center, including, but not limited to, accidents, injuries, thefts, and troubles. However, this shall not apply if there is any reason attributable to IIBC.</p> <p>7. From 9:55 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).</p> <p>8. Please refrain from talking on the phone in the test room even before 9:55.</p>

	<p>9. If anything in your possession makes an alarm sound or your phone rings during the test, you will be dismissed from the test site.</p> <p>10. We shall not bear responsibility for any troubles that arise between examinees.</p> <p>11. The following actions are prohibited at the test center:</p> <p>(1) All acts that can be considered photography, recording, audio recording, copying, and transmitting</p> <p>(2) Writing outside of the designated space on answer sheets or on a test book or other materials</p> <p>(3) Removing a test book and/or answer sheets from the test room by any means and/or disclosure of test question contents</p> <p>(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</p> <p>(5) Acts of taking the test with help from others</p> <ul style="list-style-type: none"> • Cheating • Taking the test in place of a registered examinee • Offering or receiving assistance during the test • Taking the test fraudulently and any other acts that are considered dishonest <p>(6) Acts of taking the test over the designated testing time</p> <ul style="list-style-type: none"> • Looking through test contents before the test start time or answering questions after the test finishes • Looking through reading test contents during the listening test or looking through listening test contents during the reading test <p>(7) Acts of sabotage (e.g. acts of violence, damage to property, acts of causing trouble to other examinees)</p>
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Official Score Certificate

- Test results (Digital Official Score Certificate) will be issued within 35 days of the test date. Printed test results (Official Score Certificate) will also be sent out by mail within 35 days of the test date to test takers using a sealed envelope marked “親展 (confidential)”.
- If you do not see your Digital Official Score Certificate, please contact [the IIBC Test Operation Center](#) within 35 days of the test date. If you do not receive your printed Official Score Certificate within 40 days of the test date, please contact [the IIBC Test Operation Center](#) within 65 days after the test date. Any notice of an 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 will be required.
- A Digital Official Score Certificate will not be displayed 5 years after the test date. If you wish to request the reissue of a printed Official Score Certificate, please send us the necessary documents within 2 years of the test date. (We do not reissue the Official Score Certificate for any test administered more than 2 years ago.)

Cancellation or Interruption of Test in Secured Program

- 1 We may cancel a test at all test sites or in some limited areas if events outside our control (e.g. earthquakes, tsunamis, other natural disasters, strikes, outbreak of infectious diseases) cause difficulty in securing the test centers, blackouts or other circumstances, such as disorders related to

transportation, communication, or distribution. In the event that we need to cancel the test, notifications will be posted on our official website. We may also cancel the test if the IIBC Test Operation Center judges the trouble to be a hindrance in continuing the test due to unforeseen circumstances or other situations. If this happens, your test fee will be refunded as a general rule.

- 2 A test may be interrupted if the IIBC Test Operation Center judges the trouble to be a hindrance in continuing the test. If this happens, the finish time of the test will be delayed.
- 3 We assume no responsibility whatsoever for any inconvenience, costs and all other personal losses incurred by test takers due to cancellation or postponement of a test administration except for refunds of your test fee due to the cancellation of the test as described in 1 above.

Privacy Policy

1. Intended Use and Provision of Personal Information

Your personal information obtained from the TOEIC Bridge® L&R Secure Program will be used for registration, identification of test takers, administration/planning/improvement of the TOEIC Bridge® L&R Secure Program, ascertainment of the status of TOEIC test utilization, improved precision of test programs, preparation of materials for improvement of English proficiency, scoring/issuing/reissuing/delivery of test results, information sharing, conducting questionnaires, information provision on IIBC business and new business, and communication by telephone/e-mail/postal mail to achieve the purposes described above.

2. Provision of Personal Information to Third Parties

The IIBC provides your personal information and secure program test answers to ETS located in the United States, the test developer, for scoring and statistical processing. Please note that ETS cannot identify individuals. Personal information collected will not be provided or disclosed to any third parties except in the cases mentioned above or the cases except as provided by law. In the event that IIBC receives an inquiry through ETS or an ETS-accredited national/regional organization regarding the authenticity of official score certificates/ institutional score reports of TOEIC Program submitted by a test taker to an organization in a country/region other than Japan, IIBC may provide personal data to ETS or an ETS-accredited national/regional organization based on the test taker's consent. Please refer to [the Personal Information Protection Commission's website \(Japanese\)](#) for the list of specific countries/regions to which the data will be provided and more information on the privacy protection system. Please also check [the ETS website](#) for more information on ETS or ETS-accredited national/regional organizations.

3. Outsourcing of Personal Information Processing

The IIBC entrusts handling of acquired personal information to sub-contractors as necessary to achieve the purpose for which the information is being used. In such a case, a confidentiality agreement shall be signed by the sub-contractor.

4. Inquiries

To request clarification regarding the purpose of use of personal information provided to the IIBC or the disclosure, correction, addition, partial removal, suspension of use, deletion, or suspension of provision of such information to third parties, contact the IIBC or refer to the "[Privacy Policy](#)" on our official website. Regarding the reissue of an Official Score Certificate, please refer to the "[Reissue](#)" page on our official website(Japanese).

5. Consent to Privacy Policy

Please confirm and consent to the Privacy Policy of IIBC and TOEIC Bridge® L&R Secure Program guidelines before you apply for the TOEIC Bridge® L&R Secure Program

Chief Privacy Officer
General Manager of SP Division

