

Notes on application

Please confirm and consent to the Privacy Policy of IIBC and TOEIC Bridge® Speaking & Writing Secure Program guidelines before you apply for the TOEIC Bridge® Speaking & Writing 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. **No one can take the test on behalf of a registered examinee.**
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.
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® Speaking & Writing Tests application history”. Please make sure to confirm the status of your application.
8. There is no admission ticket for the TOEIC Bridge® Speaking & Writing Secure Program. For details on taking the test, please check our official website, the e-mail on guide to taking the test sent to you after your application is made or the detail status screen on the “TOEIC Bridge® Speaking & Writing Tests application history”.
9. All answers provided 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.

Test Fee/ Other applicable Cost

Test Fee	¥ 9,350(Tax Included) ※Pay by credit card, convenience store (7-Eleven, Lawson, Ministop, FamilyMart, Seicomart).
Test fees for the late application period	¥ 12,100(Tax Included) ※If vacancies are available, late applications will be accepted for a limited time beginning the business day after the ordinary application deadline. ※Note that the test date may not be changed or cancelled during the late application period.

	<p>※Payments must be made by credit card</p>
Other applicable Cost	<p>¥ 2,750(Tax Included)</p> <p>※Note that you can change your test date and time or test center only during the designated period.</p> <p>※Note that you must pay separate fees for each procedure if you change the test date and time or the test center on separate occasions.</p> <p>※You can change the time and test center of your test during the ordinary application period or the late application period. You can change the test date only during the ordinary application period. You can change the test date only to a test date for which applications are being accepted (i.e., vacancies are available) or to a designated test date for which applications are not yet being accepted.</p> <p>※Pay by credit card or at a convenience store (7-Eleven, Lawson, Ministop, FamilyMart, or Seicomart) during the ordinary application period.</p> <p>※Payments during the late application period must be by credit card.</p>
Cancellations	<p>¥ 5,000</p> <p>※Applications can be cancelled only during the cancellation period set for each test date.</p> <p>※Regardless of test fee payment method, the test fee less the cancellation fee will be refunded into the bank account in Japan you designate.</p> <p>※The rescheduling fee will not be refunded if you cancel your application after changing the test date/time or test site.</p> <p>※Note that no cancellations are permitted during the late application period.</p>

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.

Check-in Time	<p>16:00~ 16:15</p> <p>※You will not be admitted and you cannot take the test if you do not check in by check-in time. Note that your test fee will not be refunded if this happens.</p> <p>※Test center personnel will check your identification at the check in counter and assign you a seat.</p>
Test Time	<p>Test time required: About 52 minutes</p> <ul style="list-style-type: none"> ■ TOEIC Bridge Speaking About 15 minutes ■ TOEIC Bridge Writing About 37 minutes <p>※There is no scheduled break during the test. You are not allowed to leave the test room after check in.</p> <p>※Please note that the test does not begin simultaneously for all examinees. When you complete check-in procedures, you will be guided to your seat.</p>

	<p>You are to begin the test by following the directions in TOEIC Bridge S&W Examinee Guide which will be distributed at the test center.</p>
<p>What to bring</p>	<p>1. 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</p> <p>※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.</p> <p>※Photocopies/photographed images of the above will not be accepted.</p>
<p>Cautions</p>	<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 (including those previously awarded) <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. Follow the instructions on the e-mail on guide to taking the test sent to you after your application is made or the detail status screen on the "TOEIC Bridge® Speaking & Writing Tests application history". 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 or drinks 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 entering to exiting the test room, please make sure to release alarm and other settings of cellular phones and other electronic devices (e.g.</p>

audio player, PC, video game console, electronic dictionary, electronic organizer) and turn them off.

8. Use of watches in the test room is prohibited.
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.
10. Document titled "Confidentiality Statement" will be distributed at the test center on the test date. The Confidentiality Statement includes rules that need to be observed at the test center and the pledge. You are to read it, fill out and sign it. You will not be admitted, if you do not fill it out or sign it.
11. The test room cannot shut out noise completely. However, it has been decided that the sounds of examinees and proctors entering and leaving the room, the voice of the proctor who is giving instructions, the voice of other examinees answering, the sounds of operating PCs, the sounds of proctors moving about the test room, and other sounds similar to these levels do not interfere with testing. Please note that we do not arrange retesting or extend the test time.
12. We shall not bear responsibility for any troubles that arise between examinees.
13. The following actions are prohibited at the test center:
 - (1) All acts that can be considered photography, recording, audio recording, copying, and transmitting
 - (2) Taking notes on material other than paper provided by the test center.
 - (3) Removing test materials 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.
 - (5) Acts of taking the test with help from others
 - 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
 - (6) Acts of sabotage (e.g. acts of violence, damage to property, acts of causing trouble to other examinees)

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, tsunami, 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. If you do not wish to receive a refund, we will provide you with the opportunity to take the test again.
- 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® Speaking & Writing Secure Program will be used for registration, identification of test takers, administration/planning/improvement of the TOEIC Bridge® Speaking & Writing 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 test answers to ETS located in the United States, the test developer, for scoring and statistical processing. Please note that ETS cannot identify individuals. It also uses your test answer data (audio and written) for the purposes of educational research and study and the preparation of various materials (including official guidebooks, commercial online learning materials, and test-related materials). All references to personally identifying information such as names and addresses are removed from this data. On the test date, after you complete the test, ETS will ask you via the testing screen whether you consent to the above uses for the answer data (audio and written). Choose “Yes” if you consent to such use and “No” if you do not. Answering “No” will not affect your scores. 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 contact the IIBC Test Operation Center.

5. Consent to Privacy Policy

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

Chief Privacy Officer
General Manager of SP Division
The Institute for International Business Communication

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