

TOEIC® Speaking Tests Examinee Guide

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

【Test Schedule】

*Confirm the location of the exit for emergencies.

Time	Activity	Caution
① ~ 9:30 ② ~ 11:30 ③ ~ 13:30 ④ ~ 15:30	• Prepare ID • Fill in Statement	<p>Prepare your "ID" and "Confidentiality Statement" documents beforehand.</p> <p>There is no break after check-in. Please use the restroom or take care of other needs and return to the test room.</p> <div style="border: 1px solid black; padding: 5px;"> <p>[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 *If you do not have an ID, you will not be able to take the test. Have an ID with you at all times throughout the test administration. *With the exception of passports, all identification should be issued within Japan. *If you have changed your name from the time of registration (due to any reason including marriage), inform the staff after the announcement in the waiting room. The staff will explain the procedure.</p> <p>[2] Confidentiality Statement Read and confirm the contents of the Confidentiality Statement and fill out all the items referring to the example provided. If you don't agree with these terms, you will not be able to take the test.</p> </div>
① 9:30 ~ ② 11:30 ~ ③ 13:30 ~ ④ 15:30 ~	Check in / Start of test	<ul style="list-style-type: none"> You will be called by the admission number written on your Confidentiality Statement. 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. <ul style="list-style-type: none"> *Items allowed to remain on the desk during the test will be this examinee guide, ID, Confidentiality Statement (backside memo column), pen (for test-center use) and acceptance number card. Other belongings should be kept in your bag. Please keep your bag under the table. *The use of watch is prohibited in test room. At the check-in, staff will check your ID and take your photograph. The photo will be printed on your Official Score Certificate. After check-in, the staff will guide you to your seat. When entering / leaving the room or taking a seat, do not drag 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.
	During the test	You are not allowed to leave the test room during the test. If you do not feel well, inform the staff by quietly raising your hand. (Any time spent out of the room during the test will be lost.)
① 10:30 ② 12:30 ③ 14:30 ④ 16:30	End of test (estimated)	Please be quiet when leaving the test room, as the time of test completion is different for each examinee. Take any litter with you when you leave.

【Attention】

Read the precautions written in the Confidentiality Statement and test screen (P.2 4). 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 including the test day. For details, refer to the TOEIC® official website.

【Test Screen】

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, and Address (where Official Score Certificate will be sent)

Date of birth / Address Change

When any of the following applies, log-in to the *TOEIC*® Application Site and change your registered information, within 10 days including the test day.

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

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

Name Change

If you have changed your name from the time of registration (due to any reason including marriage), refer to the *TOEIC*® official website, and send the notification of changes (downloadable from the website) to the IIBC Test Operation Center.

The screenshot shows a confirmation page titled "受験者情報確認" (Candidate Information Confirmation). It contains a table with the following details:

受付番号	1
受験者名	国崎 花子
受験者名(カナ)	コクサイ ハナコ
NAME	KOKUSAI HANAKO
生年月日	DATE OF BIRTH 1983/10/25 (昭和58年10月25日)
郵便番号	ZIP 1000014
都道府県	PREFECTURE 広島県
市区町村	CITY 尾道市
丁目番地	ADDRESS 尾道外濠町 3-16-11
ビル名 / マンション名	BUILDING / APARTMENT 尾道外濠町プレイス212

Below the table, there is a photo of a woman and a checkbox labeled "上記内容を確認しました。" (I have confirmed the information above.) with a "進む(NEXT)" button.

2 Check the check box

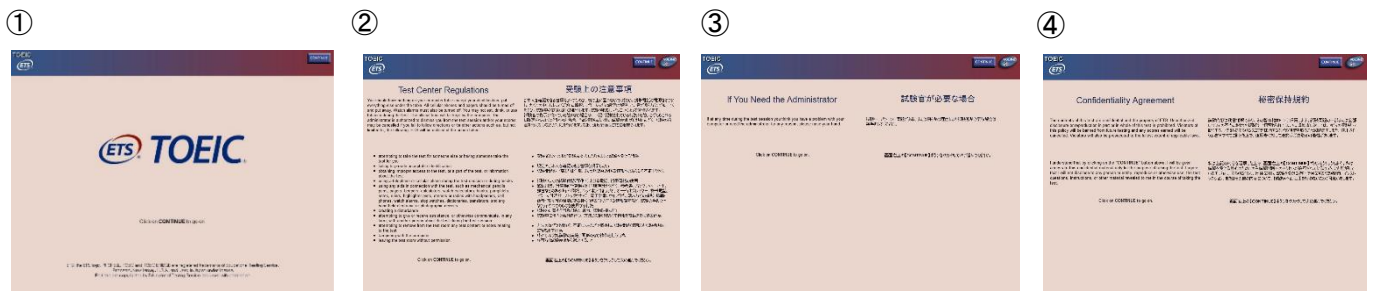
If the information displayed is correct, check the check box and click [進む(NEXT)] to proceed to the next page.

*If you do not check the check box, you will not be able to proceed to the next page.

3 Wear the headset

4 After the TOEIC Logo appears on the screen, check TOEIC Center Regulations etc.

Click [CONTINUE] in the upper right corner.



5 Adjusting the microphone

Make sure the microphone is placed on the left side of your face and near your mouth.

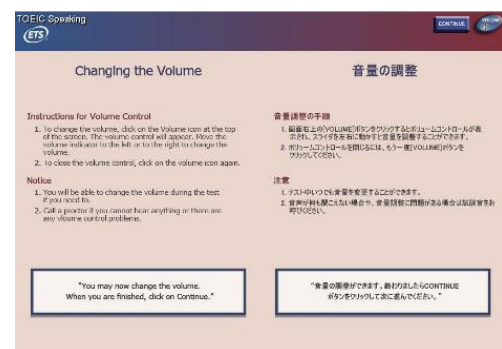
Do not touch the microphone while recording.



6 Changing the Volume

You will be able to change the volume with the [VOLUME] icon during the Speaking Test.

If you cannot hear the instructions clearly, raise your hand and do not click [CONTINUE].



7 Recording test

1) Record your speaking voice

Click [REC] at the bottom of the screen and read the sample script. The content you speak will not be scored.

2) Confirm your recording

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

If there is an error in the recording check, the test may not be scored correctly.

If your recording is successful

Click [CONTINUE].

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).

Test Recording (録音テスト)

Instructions for Test Recording

- Click the "REC" button and read the sample script in the box after you hear the "beep" sound.
- Click the "PLAY" button and check whether your voice was recorded normally.
- If you need to re-record, click the "REC" button and read the sample script again after the "beep" sound.

録音テスト手順

- [REC]ボタンをクリックし、ビープ音の後に下記ボックス内の英文(サンプルスクリプト)を読み上げてください。
- [PLAY]ボタンをクリックし、音声が入音として正常に録音されているか確認してください。
- 再度録音が必要な場合、[REC]ボタンをクリックし、ビープ音の後に英文(サンプルスクリプト)を再度読み上げてください。

Notice

- Read the script in a normal tone and speed. Using a voice that is too loud or soft can cause recording problems.
- Don't touch your headset cable or microphone while recording.
- If you can not hear your recorded voice clearly please notify the Proctor.
note: If there is an error in the recording check, the test may not be scored correctly.

注意

- 英文(サンプルスクリプト)は通常の話し方と音量で読み上げてください。声が大きすぎたり、小さすぎたりすると正しく録音されない場合があります。
- 録音中はヘッドセットのケーブルやマイクに触らないでください。
- 録音した音声が入聞こえない・聴音ができる場合には、手を挙げて試験官に知らせてください。
録音テストで異常がある場合、試験の採点が正常に行えない可能性があります。

"Please make sure your microphone is properly positioned and adjusted to allow for the best possible recording. Speak directly into the microphone and in your normal speaking voice."

Response Time: _____

Click on CONTINUE when you are ready to go on. 準備ができたら、[CONTINUE]ボタンをクリックして次に進んでください。

8 TOEIC® Speaking Test Directions

TOEIC Speaking Test is approximately 20 minutes (11 questions).

After checking the Speaking Test Directions, click [CONTINUE].

*Remaining time will appear on the screen

Speaking Test Directions

This is the TOEIC Speaking Test. This test includes eleven questions that measure different aspects of your speaking ability. The test lasts approximately 20 minutes.

Question	Task	Evaluation Criteria
1-2	Read a text aloud	<ul style="list-style-type: none"> pronunciation intonation and stress
3	Describe a picture	<ul style="list-style-type: none"> all of the above, plus grammar vocabulary cohesion
4-6	Respond to questions	<ul style="list-style-type: none"> all of the above, plus relevance of content consistency of content
7-9	Respond to questions using information provided	all of the above
10	Propose a solution	all of the above
11	Express an opinion	all of the above

For each type of question, you will be given specific directions, including the time allowed for preparation and speaking. It is to your advantage to say as much as you can in the time allowed. It is also important that you speak clearly and that you answer each question according to the directions.

Click on **Continue** to go on.

! <TOEIC® Speaking Test Guidance>

- Be careful not to touch the microphone or the cord with your hand. This may disrupt the recording process.
- If your voice is too loud, it may cause acoustic distortion and affect test scoring.

9 Check the audio recorded by TOEIC® Speaking Test

Check the audio recorded by Speaking Test and confirm if your voice has been properly recorded. If the audio waveform is extremely small, the test may not be scored correctly.

Wear the headset and click [Play] to make sure you can hear the recorded audio.

If you cannot hear the recorded audio, raise your hand to inform the proctor.

If your recording is successful, click [Submit].

Checking your recorded answers

Listen to your answers for the Speaking Test to make sure they are recorded correctly. If the sound waveform is too small, your answers may not be scored correctly. Put on your headset and click "Play" to check if your voice is recorded. When you are finished, click "Submit" and move to the next screen. If there is any problem with the recording, please inform the proctor.

Speaking Testの解答について、音声が入正しく録音されていることを確認してください。音声波が非常に小さい場合、試験の採点が正常に行えない可能性があります。ヘッドセットを装着し、[Play]ボタンをクリックして音声が入聞こえているか確認してください。確認後、問題がなければ [Submit] ボタンをクリックしてください。録音した音声が入聞こえない場合は、必ず試験官に知らせてください。正しく録音されていない例)

Bad Example) _____ Answer _____

Section	Number	Answer	Play	Stop
Speaking	Q1		Play	Stop
Speaking	Q2		Play	Stop
Speaking	Q3		Play	Stop
Speaking	Q4		Play	Stop
Speaking	Q5		Play	Stop
Speaking	Q6		Play	Stop
Speaking	Q7		Play	Stop
Speaking	Q8		Play	Stop
Speaking	Q9		Play	Stop
Speaking	Q10		Play	Stop
Speaking	Q11		Play	Stop

Submit

10 Raise your hand and inform the staff when the screen on the right appears

The staff will confirm the screen. 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.

ご愛顧いただき、ありがとうございました。

お手上、試験官にお知らせください。お忘れ物のないようにご注意ください。

Thank you for taking the test.

Please raise your hand to inform the proctor. Make sure that you have all your belongings with you when you leave the test center.

IIBC Test Operation Center, The Institute for International Business Communication
Sanno Grand Building, 2-14-2, Nagata-cho, Chiyoda-ku, Tokyo 100-0014 Japan
Tel: 03-5521-6033 Test day 8:00-17:00 / Saturdays, Sundays, and holidays excluded 10:00-17:00