

TOEIC[®] Speaking and Writing 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
[A.M.] ~ 9:30 [P.M.] ~13:30	<ul style="list-style-type: none"> • 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 by 9:30 (13:30 for P.M.).</p> <div style="border: 1px solid black; padding: 5px;"> <p>[1] A valid photo ID proving your identity: Driver's License issued in Japan, Student ID issued in Japan, Passport, Individual number card, Basic resident register card, Certificate of Alien Registration, Resident's Card, Special permanent resident certificate, Driving record history certificate, Disability certificate *Photocopies of the above will not be accepted. *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. *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>
[A.M.] 9:30~ [P.M.] 13:30~	<p>Check in/ Start of test</p>	<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. *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. * 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 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. (Extra testing time will not be allowed for absence.)
[A.M.] 11:30 [P.M.] 15:30	End of test (estimated)	Please leave the test room quietly, 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. 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.



2 Check the check box

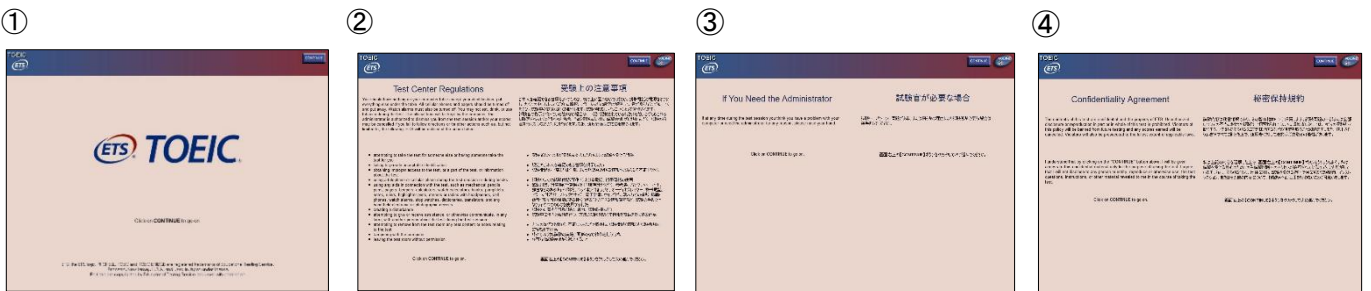
If the information displayed is correct, check the check box and click [進む(NEXT)] to proceed to the next page.

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

3 Put on 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.

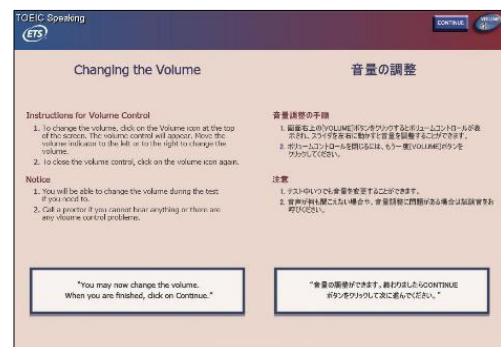
Do not touch the microphone while recording.



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

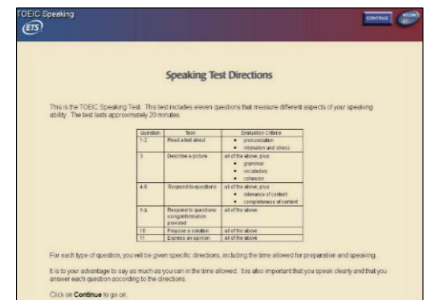
Proceed from 1).



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



⚠️ < 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 The end of the TOEIC Speaking Test

The TOEIC® Writing Test will start automatically in 3 minutes. By clicking [CONTINUE] in the upper right corner, you can start the test immediately.

<Wearing the headset during the TOEIC Writing Test>

You may use the headset to reduce surrounding sounds during the test.





10 TOEIC Writing Test Directions

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


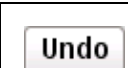
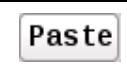

*Remaining time for each question will appear on the screen

Entire TOEIC Writing 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.


- You cannot use shortcut keys, use the buttons on the screen as follows:


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

- To switch between uppercase and lowercase letters, press [Shift] key + [Caps Lock] key.

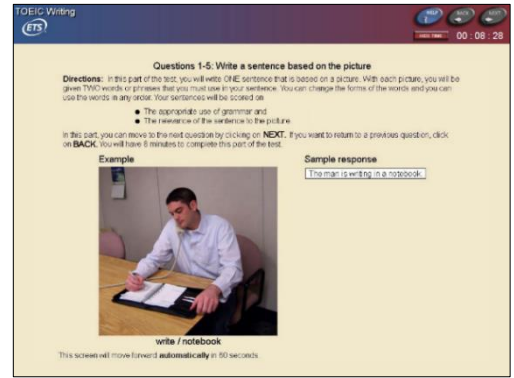
Questions 1-5 (Write a sentence based on a picture)

- **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 minutes.
- **Questions 1-5 will not automatically move to the next question.**

Click [NEXT]  to move on to the next question.

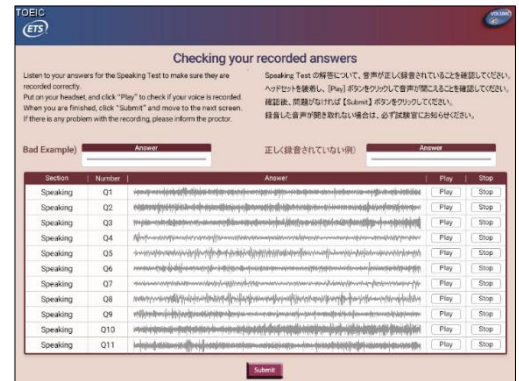
If you want to go back to the previous question, click [BACK] .

- **You cannot move on to Question 6 until 8 minutes have passed.**



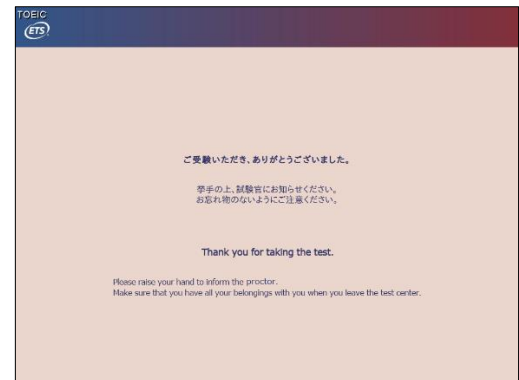
11 Check recorded audio for the *TOEIC* Speaking Test

Listen to your answers to make sure they are recorded correctly. Put on your headset and click [Play] to make sure your voice is recorded. If there is any problem with the recording, please inform the staff. When you are finished, click [Submit] and move to the next page.



12 End of test

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.



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