

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 under the age of 20, please make sure to apply for the test with the consent of a legal guardian.
 4. If a person under the age of 11 wishes to take the test, a legal guardian of the subject must contact the IIBC Test Operation Center before applying.
 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. In some cases e-mails do not reach examinees because an incorrect e-mail address was registered. 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 “Completed” on the payment status screen on the “TOEIC Bridge® L&R Secure Program application confirmation”. Please make sure to confirm the status of your application.
 8. After you have completed all prescribed application procedures, you will be notified of the test center where you will take the test by an admission ticket with the information printed on it. 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.

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 mailed about 2 weeks in advance of the test date. If you do not receive your admission ticket, the examinee himself or herself should be sure to contact the IIBC Test Operation Center [during the period of inquiry for un-delivered admission tickets](#) designated for every TOEIC Bridge[®] L&R 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	¥4,860(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	10:00 - 10:30 Enter the test room 10:30 - 11:00 Test explanations • Listening audio check 11:00 - 12:00 Test 12:00 - 12:10 Collection of test books and answer sheets 12:10 (Approximately) Exit from test room ※You will not be admitted and you cannot take the test if you do not check in by 10:30. Note that your test fee will not be refunded if this happens. ※There will be no break after 10:30. You are not allowed to leave the test room after 10:30.
What to bring	Please refer to your admission ticket for details. 1. Your admission ticket 2. A valid photo ID accepted by the IIBC proving your identity (one of the following showing your name in kanji, hiragana, katakana, or the Roman alphabet): Passport, individual number card, driver's license issued in Japan, student ID issued in Japan, employee ID issued in Japan, basic resident register card, certificate of alien registration, resident's card, special permanent resident certificate ※ Photocopies of the above will not be accepted. 3. Writing instrument HB or #2 pencil or mechanical pencil, eraser 4. Wristwatch ※ Use of smartwatches and wearable devices in the test room is prohibited.

	<p>※ You will not be admitted on the day of the test and you cannot take the test if you fail to bring a valid photo ID accepted by the IIBC proving your identity. Your test fee will not be refunded in such cases.</p> <p>※ If you do not possess any of the valid photo IDs accepted by the IIBC to prove your identity, contact the IIBC Test Operation Center before the test date.</p>
Cautions	<p>■ Responses to violations</p> <ol style="list-style-type: none"> 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: <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 inquires are received from a company, school or other organization regarding scores, we will notify to organization that the scores have been cancelled.</p> 2. Proctors may walk around the test room to maintain an appropriate test environment and to check if any prohibited acts occur. <p>■ Cautions</p> <ol style="list-style-type: none"> 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). 2. Please follow the instructions of the proctor at the test center. 3. No food or drinks allowed in the test room, including gum and candy. 4. 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. 5. From 10:30 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). 6. Please refrain from talking on the phone in the test room even before 10:30. 7. Even if noises from cellular phones, electronic devices or wristwatch alarms occur during the listening test, re-tests are not conducted. Testing time for the reading test will not be extended even if noises occur. The person responsible for the noise will be asked to leave the test center. 8. We shall not bear responsibility for any troubles that arise between examinees. 9. The following actions are prohibited at the test center:

	<p>(1) All acts that can be considered photography, recording, audio recording, and copying</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)</p>
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Official Score Certificate

- Test results (Official Score Certificate) will be mailed within 35 days of the test date to examinees using a sealed envelope marked “親展 (confidential)”.
- If you do not receive an 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 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 must be paid.
- If you wish to request the reissue of an 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 over 2 years ago.)

Cancellation or discontinuation of test

- We may cancel the test if events outside of our control (e.g. earthquake, tsunami, other natural disasters, strike, outbreak of infectious disease) cause difficulty in securing the test centers, blackouts or other circumstances, such as disorder related to transportation, communication, or distribution. If we cancel the test, notifications will be posted on our official website. If troubles with sound arise during the listening test (audio equipment failure, etc.) the test may be stopped if the proctor judges the trouble to be a hindrance in continuing the test. If this happens, the time of end of test will be delayed.
- Those planning to submit Secure Program scores to various organizations and institutions should apply for the test well in advance. Secure Program may be cancelled or postponed due to unforeseen circumstances. We assume no responsibility for any inconvenience, cost (except test fee) and other personal losses incurred by examinees due to cancellation or postponement of test administration.

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 public test answer to Educational Testing Service (ETS) in the United States of America, the test developer. Personal information collected will not be provided or disclosed to any third parties except in the cases mentioned above or the cases enumerated under Article 23, Paragraph 1 of the Personal Information Protection Act.

3. Outsourcing of Personal Information Processing

The IIBC entrusts handling of acquired personal information to sub-contractors within the scope prescribed in “1. Intended Use and Provision of Personal Information”, 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
The Institute for International Business Communication

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