How the TOEIC® Listening & Reading Test is Organized

* Your TOEIC® Listening & Reading score will be based on the number of questions you answer correctly. There is no penalty for guessing. Pay close attention to the time, especially during the Reading Section of the test, and attempt to answer every question.

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Listening Section (approximately 45 minutes)

Reading Section (75 minutes)

Changing registered information (address, telephone number, name, etc.) and the destination for sending test results for today’s Secure Program test

The procedures below are required to change registered information. If you have any questions, please ask the proctor.

**Changing your name only**

- Change of name due to marriage or other reasons
- Error in the kanji for your registered name
- Informed by the proctor of an error in your katakana name

Obtain a change of personal information form from the proctor and send it, together with the required documents, to arrive within five days after the date of the test. Check the reverse side of the change of personal information form for the required documents. Notes: If you do not send the abovementioned form, we may be unable to send your Official Score Certificate. The IIBC Test Operation Center will modify your registered information on the TOEIC Application Site based on the documents you submit.

**Changing information other than your name**

- Change of address and telephone number due to move
- Plans to move within 25 days after the test date
- Change in destination for sending your test results (within Japan)
- Error in address shown on your admission ticket
- Correction of the date of birth or sex shown

Log in to the TOEIC Application Site and correct the information no later than 10 days after the test date.

If you applied from a kiosk at a convenience store

Obtain a change of personal information form from the proctor, enter the necessary information, and then send it so that it arrives no later than five days after the test date.

**Changing registered information, including your name**

You need to complete the steps under both “Changing your name only” and “Changing information other than your name” above.

The documents must arrive no later than five days after the test date. See the TOEIC Official Website for details.

**If you do not receive your test results**

If you do not receive an Official Score Certificate within 35 days of the test date, please contact the IIBC Test Operation Center (03) 5521-6033 or Osaka Branch (06) 6258-0224. You may request a change of personal information form from the proctor and send it, together with the required documents, to arrive within five days after the date of the test. Notes: If you do not send the abovementioned form, we may be unable to send your Official Score Certificate. The IIBC Test Operation Center will modify your registered information on the TOEIC Application Site based on the documents you submit.

The Institute for International Business Communication

**[IBIC Test Operation Center]** 〒104-0014 Sanno Grand Building, 2-14-2 Nagata-cho, Chiyoda-ku, Tokyo TEL (03) 5521-6033

**[Osaka Branch]** 〒541-8550 Osaka Branch, 2-10-15 Yodoginoozumi, Chuo-ku, Osaka TEL (06) 6258-0224

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