

**Notes on application**

Please confirm and consent to the Privacy Policy of IIBC and TOEIC® Speaking & Writing Secure Program guidelines before you apply for the TOEIC® 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 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 “Payment completed” on the payment status screen on the “TOEIC® Speaking & Writing Tests/TOEIC® Speaking Test application history”. Please make sure to confirm the status of your application.
8. There is no admission ticket for the TOEIC® 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® Speaking & Writing Tests/TOEIC® Speaking Test application history”.

**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	¥ 10,260 (incl. 8%tax) or ¥ 10,450 (incl. 10%tax) ※10%tax included fee will be applied for the tests administered on and after October 1, 2019. ※Pay by credit card, convenience store (7-Eleven, Lawson, Ministop, FamilyMart, Seicomart).
Test fees for the late application period	¥ 12,960 (incl. 8%tax) or ¥ 13,200 (incl. 10%tax) ※10%tax included fee will be applied for the tests administered on and after October 1, 2019. ※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

	<p>application period.</p> <p>※Payments must be made by credit card</p>
Other applicable Cost	<p>¥ 2,700 (incl. 8%tax) or ¥ 2,750 (incl. 10%tax)</p> <p>※10%tax included fee will be applied for the requests on and after October 1, 2019.</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 account 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>For morning test: 9:15~ 9:30</p> <p>For afternoon test: 13:15~13:30</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, take a photograph to be printed on an Official Score Certificate, and assign you a seat.</p>
Test Time	<p>Test time required: About 1 hour and 20 minutes</p> <ul style="list-style-type: none"> <li>■ TOEIC Speaking 20 minutes</li> <li>■ TOEIC Writing 60 minutes</li> </ul> <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. You are to begin the test by following the directions in TOEIC S&amp;W Examinee Guide which will be distributed at the test center.</p>

<p>What to bring</p>	<p>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):</p> <p>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</p> <p>※ Photocopies of the above will not be accepted.</p> <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 submitting an application.</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"> <li>● Warning from staff</li> <li>● Dismissal from the test site during the test</li> <li>● Checks of belongings</li> <li>● Your answers not being scored</li> <li>● Disqualification from taking any test which IIBC or Educational Testing Service("ETS" hereinafter) administers</li> <li>● Cancellation of any test scores administered by IIBC or ETS (including those previously awarded)</li> </ul> <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> <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® Speaking &amp; Writing Tests/TOEIC® Speaking Test 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 follow the instructions of the proctor at the test center.</p> <p>3. No food or drinks allowed in the test room, including gum and candy.</p> <p>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.</p> <p>5. From 9:30 A.M. for the morning session, and 1:30 P.M. for the afternoon session, until exiting from the test room, please make sure to release alarm and other settings of cellular phones and other electronic devices (e.g. audio player, PC, video game console, electronic dictionary, electronic organizer) and turn them off.</p>

6. Use of watches in the test room is prohibited.
7. Even if noises from cellular phones, electronic devices or wristwatch alarms occur during the test, re-tests are not conducted and testing time will not be extended. The person responsible for the noise will be asked to leave the test center.
8. If you leave the test center during the test, your answers may not be scored.
9. 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.
10. Your photograph (showing the upper body with no cap and with the face looking straight ahead) will be taken on the test date. This photograph will be printed on your Official Score Certificate. This has been determined in accordance with the rules of the IIBC Test Operation Center, the Institute for International Business Communication. Please note that, in principle, we do not retake or change a photograph upon request from an examinee.
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, and copying
  - (2) Taking notes on material other than paper provided by the test center
  - (3) Removing a test book and/or answer sheets 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)

### **Official Score Certificate**

- Test results (Official Score Certificate) will be mailed within 30 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 35 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 apply via the Internet and pay the fee 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® Speaking & Writing Secure Program will be used for registration, identification of test takers, administration/planning/improvement of the TOEIC® 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**

For scoring purposes, the IIBC provides your personal information and test answer to Educational Testing Service (ETS) in the United States of America, the test developer. 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 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 in Japan and YBM NET, Inc. in Korea 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

### **5. Consent to Privacy Policy**

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

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

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