

About TOEIC(R) L&R IP Test (Online) with Proctoring

1. Eligible Students: Registered undergraduate students and graduate students.

(Both of Mandatory test takers and Voluntary test takers)

*Except the students who take “Communication Seminar I [1 医医, 1 歯歯, 1 薬]” (1st term)

<Mandatory test takers>

- All undergraduate students enrolled in AY2025 (1st year student)
- Undergraduate students enrolled in AY2023 (3rd year student) who belong to the following school:
School of Engineering
- Undergraduate students enrolled in AY2022 (4th year student) who belong to one of the following schools: School of Science (Chemistry), School of Medicine (Program of Medicine), and School of Medicine (Program of Health Science, Nursing Course)
- Undergraduate students enrolled in AY2020 (6th year student) who belong to the following school:
School of Pharmaceutical Sciences (Program of Pharmaceutical Sciences)

<Voluntary test takers>

- All undergraduate and graduate students who applied during the pre-registration period, except for the mandatory test takers mentioned above.

2. Test schedule Date: Saturday, May 17, 2025 and Sunday, May 18, 2025

Schedule	5/17 (Sat)	5/18 (Sun)	
Campus	Kasumi Campus	Higashi-Hiroshima Campus	
Start Time for Examinee Entry	12:30	9:30	13:30
Start of test (ID check and instructions before the test) ※Being Late for 10 mins or more, you are not allowed to enter.	<u>13:00</u>	<u>10:00</u>	<u>14:00</u>
Test Time (70 min.) *The test time includes preparation time. The duration of the test itself is 60 minutes.	13:30~14:40	10:30~11:40	14:30~15:40
Examinee Exit Time After the proctor confirms the completion of the test.	Around 14:50	Around 11:50	Around 15:50

3. Examination Room

- (1) Please refer to the separate document “Room Assignment List,” which is attached to the MOMIJI notice dated May 2nd.
- (2) The examination rooms and seats are assigned based on your student ID number. Please make sure to enter the correct exam room. The seating chart will be posted in each exam room.
- (3) The test will be administered in Japanese. Please note that the proctor in your testing room may not be able to assist you in English.
- (4) If you are unable to take the test on the scheduled day due to unavoidable circumstances, please contact the Education Promotion Group (1F, Office Building M, the School of Integrated Arts and Science).
- (5) **Google Chrome must be used as web-browsing software (Safari cannot be used for the test).**
- (6) For more details, please refer to the < Handout test guidelines (with proctoring ver.)>.

4. How to Take the Test

***Please refer to the <Handout test guidelines (with proctoring ver.)> as well.**

- (1) A registration confirmation email, titled “受験者情報登録完了通知メール,” will be sent to your HIRODAI email address around May 2. However, DO NOT take the test before the scheduled test day. You can take the online test ONLY ONCE, so if you take the test before May 17/18, you will not be able to take the test in the designated room with proctoring.
- (2) After receiving the email, you MUST check your registered information from the URL provided in the email and make any necessary corrections by Friday, May 16.
Please ensure that your “Name” matches your registered name in “My MOMIJI.” This will appear on your score report and cannot be changed later.

Do NOT change the examinee’s number (Student ID) and the Group code.

- (3) Do not change your email address from your pre-registered HIRODAI email address. The Authorization Code for the test will be sent to your HIRODAI email address.
*If you have not updated your HIRODAI account, you will not be able to use your HIRODAI email address. Please contact the Information Media Center (<https://www.media.hiroshima-u.ac.jp/>) for annual account updates.

5. How to Check the Test Results

***Please refer to the <Handout test guidelines (with proctoring ver.)> as well.**

- (1) When you complete the test, your score will be displayed on the screen.
- (2) After 10 AM on the day following your test completion, you will receive an email titled “Test Result Notification E-mail (テスト結果取得通知メール).” To view your test results, you will need both the "Authorization Code" and the password you reset. Be sure to keep both of these secure even after completing the test.
- (3) The results will be available **only until June 30, 2025**, from the date you completed the test until the end of the following month. Please make sure to save the result (PDF file) by June 30, 2025.
You will not be able to download or view the results after this period.
* You will be charged for reissuing the test score later.
- (4) We are unable to respond to inquiries about the test result.

6. Important Notes on Taking the Test

***Please refer to the <Handout test guidelines (with proctoring ver.)> as well.**

- (1) Do NOT be late. Make sure to enter the exam room before the test begins (for identity verification and introductory instructions).
- (2) You must bring your Student ID card and place it on the desk during the test.
- (3) Be seated at your designated seat.
- (4) Do not forget to bring your PC, earphones, and student ID card. If you forget your PC or earphones, you will not be able to take the test on the day of the exam. * Wireless earphones and wireless mice are NOT recommended. Only the following items are allowed on your desk.

Student ID card ・ PC ・ Earphones or headphones with a wire ・
Watch (alarm off) Smartwatches are not allowed ・ Glasses

- (5) Smartphones, mobile phones, PHS devices, etc. must be turned off and kept in your bag during the test. You cannot use these devices to check the time.
- (6) Please bring a fully charged PC for the test. You will not be able to charge your PC at the testing venue. If your PC battery runs out and you cannot complete the test, the course credits will not be approved.
- (7) Please check that your devices are working properly with the PC you will be using for the test, and connect to the Wi-Fi network provided at the university in advance.

7. Absence

- (1) Individuals who are unable to take the test on the scheduled day may still take the online test at home or another suitable location during the following period: Saturday, May 17 to Monday, May 19. However, course credits will not be granted for this. If you take a test on May 19, you must complete it by 23:59. *Please make sure to read the <About TOEIC®L&R IP Test > as well.
- (2) If you are a voluntary test taker and are unable to take the online test during the period (5/17 00:00~5/19 23:59), please submit the required documents, including the “Absent Request Form”, to the Office of Global Exchange Group at (g-initiative@office.hiroshima-u.ac.jp) by Tuesday, May 20, 2025.

**** Please note that if you neither take the test nor submit the “Absent Request Form”, you will not be allowed to take the next free TOEIC(R) L&R IP test.**

8. Exemption of Taking Test

If you fall into any of the following categories and wish to request an exemption from the exam, please submit “Application for Exemption of taking test” by Friday, May 9 to Education Promotion Group (1F, Office Building M, the School of Integrated Arts and Science).

- (1) Students who enrolled in the night course by Phoenix Selection. (This includes those who enrolled through the Selection for Working Adults and those deemed equivalent.)
- (2) Students whose native language is English (Including those deemed equivalent.)
- (3) Other individuals with unavoidable circumstances preventing them from taking the exam.
(Participation in events such as competitions is not considered an acceptable reason.)

***The “Application for Exemption of taking test” form is available at each Student Support Office and the Education Promotion Group. (1F, Office Building M, the School of Integrated Arts and Science).**

9. Others

(1) About Traveling to KASUMI Campus

- (a) You must use public transportation. Students are prohibited from driving to KASUMI campus at any time.
- (b) Directions to KASUMI campus are available on the university website: <https://www.hiroshima-u.ac.jp/en/access>

(2) In case the test is cancelled because of a bad weather (e.g., typhoon, heavy rain), we will send an email to your HIRODAI email address and post a notice for each test taker on the Personal Information Message Board on My Momiji. Please check both your HIRODAI email inbox and the Message Board on My Momiji if necessary.

(3) The test results can be viewed immediately on the PC after completing the test and can also be downloaded as a PDF file from the test-taking website (see “5. How to Check the Test Results”). Please be sure to save the test results (PDF) during the test result confirmation period, as paper-based score reports will not be issued. After the period, you will be responsible for any fees incurred to reissue the result.

The test results will be issued by the Institute for International Business Communication (IIBC). However, we cannot guarantee that the result will be accepted as a certificate of your English proficiency or for future job applications. To confirm, we advise you to contact the relevant office or organization where you may submit the results.

Please ensure that you keep the test result (PDF) in case you need it in the future.

(4) The score from the online test is not acceptable for credit accreditation in foreign language courses (English) within the university's Liberal Arts Education. However, if you obtain the required result in this test with proctoring, you can apply for credit accreditation for foreign language courses (English) in the Liberal Arts Education. The accreditation application can be made during the course registration period of each term. For more details, please check with the Student Support Office of your affiliated faculty.

Please note that when applying for credit accreditation, you will need to print the PDF file available at the "Examinee Site." Be sure to keep it.

(5) If you have any questions, please contact the Education Promotion Group (1F, Office Building M, the School of Integrated Arts and Science /email: gsyugaku-group@office.hiroshima-u.ac.jp).

10. Q&A

Please see the <Q&A for online test>.

11. Inquiries

(*When making inquiries, please be sure to mention the university name and that you are an online test taker.)

○For system-related issues, operational inquiries, or forgotten passwords

The Institute for International Business Communication (IIBC). TOEIC IP Test (Online) Help Desk
TEL: 050-1790-7424 (Weekdays from 10:00 AM to 5:00 PM)

○For inquiries about examinee's number or group code

Education Promotion Group (1F, Office Building M, the School of Integrated Arts and Science)
E-mail: gsyugaku-group@office.hiroshima-u.ac.jp (Weekdays from 9:00 AM to 5:00 PM)