

About TOEIC(R) L&R IP Test held with proctoring at the designated room (Online)

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 II [1 医医, 1 歯歯, 1 薬]” (3rd term)

<Eligible students for mandatory test>

-Undergraduate students enrolled in AY2021 (the 3rd year student) and belonging to the following schools: School of Integrated Arts and Sciences, School of Letters, School of Education, School of Law, School of Economics, School of Science(Mathematics, Physics, Biological Sciences, Earth and Planetary Systems Science), School of Medicine(Program of Health Sciences Division of Occupational Therapy, Division of Physical Therapy), School of Dentistry, School of Pharmaceutical Sciences(Program of Medicinal Sciences), School of Applied Biological Science, School of Data Sciences(Program of Data Sciences)

<Eligible students for voluntary test>

-All FULL-TIME undergraduate and graduate students except for the mandatory test takers who register advance application.

2. Test schedule Date: 16th (Saturday), December, 2023 and 17th (Sunday), December, 2023

Schedule	16 th December	17 th December
Campus	Higashi-Hiroshima Campus	Kasumi Campus
Entry to testing room	12:30	12:30
Start of test (ID check and test explanations at the beginning) ※Being Late for 10 mins or more, you are not allowed to enter.	<u>13:00</u>	<u>13:00</u>
Test Time (80 min.) *The test time includes preparation for the test. Duration of the test itself is 60 minutes.	13:30~14:40	13:30~14:40
Confirmation finished test. Exit from testing room upon receiving permission from the proctor.	Around 14:50	Around 14:50

3. Testing rooms

(1) Please see the separate document “Room Assignment List.”

(2) We have assigned testing rooms and seats based on your student ID numbers. Please look at the

room assignment list carefully and make sure to go to the right room. We will put up the seat assignment information in the testing room on the day of the test.

- (3) The test will be administered in Japanese. (The proctor in your testing room may not be able to help you in English at all.)
- (4) If you cannot take the test for unavoidable reason, please contact to Education Promotion Group Liberal Arts Education (1st floor at School of Integrated and Sciences).
- (5) **Google Chrome** must be used as web-browsing software. Check <Hand out test guidelines (with proctoring ver.)> for more details.

4. How to take the test *Please make sure to read <Hand out test guidelines (with proctoring ver.)> too.

- (1) An e-mail to let you know that the registration has been completed, “受験者情報登録完了通知メール” will be sent to your HIRODAI e-mail address around December 4th .
You can take the online test ONLY ONCE, so if you take the test before December 16th/17th, you cannot take the test at the designated room with proctoring.

- (2) You MUST check your registered information and correct it if necessary by Friday, December 15th.
To check access the URL on the email you receive.

Please check “Name” appeared in the information is same as your registration name in “My MOMIJ”. This will be printed in score report and will not be able to amend later.

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

- (3) Registered email is your HIRODAI e-mail address. Do not change. The Authorization Code for the test will be sent to your e-mail address.

* If you have not renewed your HIRODAI account, you cannot use your HIRODAI e-mail address. If you have any questions regarding the account renewal, please contact the Information Media Center. <https://www.media.hiroshima-u.ac.jp/>

5. How to check the test results *Please make sure to read <Hand out test guidelines (with proctoring ver.)> too.

- (1) When you complete the test, your score will be displayed.
- (2) Around 10 am on the next day you complete the test, you will receive email, "Test Result Notification E-mail (テスト結果取得通知メール)". To see the test result, the "Authorization Code" and the password which you reset will be needed. So, please be sure to keep both carefully even after completing the test.
- (3) The results will be available only until January 31st, 2024, from the date you completed the test (テスト終了日) until the end of the following month.
- (4) Please make sure to save the result (PDF file) by no longer than January 31st, 2024 You won't be able to download or check the result if you miss this period. *You can receive the result after above period, but there is charge. You have to pay your own expenses.
- (5) We are unable to respond to inquiries about the test result.

6. Notes on taking test *Please make sure to read <Hand out test guidelines (with proctoring ver.)> too.

- (1) Do NOT be late. (MUST be seated by the Start of Test time, which you are scheduled.)

- (2) Must bring your Student ID card and put on desk during the test.
- (3) Sit on the designated seat.
- (4) Don't forget to bring your PC, earphone and student ID card. If you forget to bring your PC and earphone, you cannot take test the day. *Wireless earphone and mouse are NOT recommended. You can leave only the items below on the desk.
Student ID card • PC • earphone or head phone *with wire • watch (alarm off) *smart watch is not allowed. • glasses
- (5) Smart phone, mobile, PHS etc. should be turned off and keep them in your bag during the test time. You cannot use those devices to check time.
- (6) Please bring a sufficiently charged PC for the test because you cannot charge your PC at the testing venue.
- (7) Please prepare ahead by testing your earphones on your PC and connecting your PC to the wi-fi network provided at the university.

7. Absence

- (1) Test takers who are not able to take the test on these days at the room we provide, can still take online test at you home etc. during the following period: Saturday, December 16th ~ Monday, December 18th. If you take test on 18th December, you must complete by 23:59. *Please make sure to read <About TOEIC®L&R IP Test > too.
- (2) If you are a Voluntary test takers and you are not able to take the online test during this period (12/16 00:00~12/18 23:59) , submit the Office of Global Initiatives at g-initiative@office.hiroshima-u.ac.jp with the required documents including the Absent Request Form by Tuesday, December 19th, 2023.
**Please note that if you neither take the test nor submit the required documents, you are not allowed to take the next free TOEIC(R) L&R IP test.

8. Exemption of taking test

Exemption of taking test

If you fit in any of the states below, please submit [Application for Exemption of taking test] by Friday, December 8th to Liberal Arts Education Courses Office (the 1st floor in the School of Integrated Arts and Sciences)

- (1) Enrolled by Phoenix Selection to Night Course. (Students enrolled by Working Adults Selection, others alike)
- (2) English is your native language. (Others alike)
- (3) People cannot take the test for unavoidable reason (Except entry contest)

*The form of [Application for Exemption of taking test] is available at Student Support Office and Liberal Arts Education Courses Office

9. Others

- (1) About going to KASUMI campus
 - (a) You must use public transportation. (Students are prohibited from driving to KASUMI campus at any time.)
 - (b) You can get directions to KASUMI campus on the university web site: <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 you an email to your Hirodai email address and post a notice to each test taker via the Personal Information on the Message Board on My Momiji. Please check your Hirodai email inbox and the Message Board on My Momiji when it is necessary.
- (3) The test results can be seen on the PC right after completing the test, and in a PDF file that can be downloaded from the test-taking website (see “5. How to check the test results”).
- Please make sure to save the test results (PDF) during the test result confirmation period since the paper-based score report will not be issued. Also, the result file can be reissue after the period, but you have to pay your own expenses of reissue.
- The test results will be issued by the Institute for International Business Communication (IIBC). However, we cannot guarantee whether the result can be used as a certificate of your English proficiency or for future job hunting. To confirm, we advise you to contact the office or organization where you may submit to. Also, please be sure to keep your test result (PDF) carefully.
- (4) The result from this online test cannot be used for credit accreditation for foreign language courses (English) in the liberal arts education. But if you take the test at the room with proctoring and if your score from this online test meets the requirements, you can apply for credit accreditation for foreign language subjects (English) in the undergraduate Liberal Arts Education. You can apply for the credit accreditation during the Course Registration Period in each term. For more information, please contact the Student Support Office in your department.
- Your score report (you can download it as a PDF file) is necessary for your application for the credit accreditation.
- (5) If you have any questions, please contact the Student Support Office (in your school or graduate school) or the Education Promotion Group on the first floor of the School of Integrated Arts and Sciences (bldg. M) (email: gsyugaku-group@office.hiroshima-u.ac.jp).

10. Q&A

Please see <Q&A>.

11. Inquiries

(*When you contact them, please give the name of your university and let them know that you are an online test taker.)

○Mainly about system problems, how to operate the system, and forgetting your password.

The Institute for International Business Communication (IIBC).TOEIC IP Test (Online) Help Desk
TEL: 03-5521-5912(10:00 am ~ 5:00 pm ** Excluding Saturdays, Sundays, holidays and New Year's holidays)

○About examinee's number and group code

Education Promotion Group (the first floor, Building M, the School of Integrated Arts and Science)

e-mail: gsyugaku-group@office.hiroshima-u.ac.jp

(9:00 am ~ 5:00 pm ** Excluding Saturdays, Sundays, holidays and New Year's holidays)