When you are ready, begin with the procedure from P.3.

The TOEIC® Listening & Reading Test in Institutional Program(Online) takes about 1 hour. Your score will be displayed immediately after completing the test.

*There is no change in test time when taking the TOEIC® Listening & Reading Test (TOEIC L&R) (in Secure Program <SP> and Institutional Program <IP>) that uses the mark sheet method.
*The name of the test on the test screen is "TOEIC® Listening & Reading Test Multi-Stage Adaptive Version".

TOEIC® L&R in IP (Online) Overview

Listening
45 questions / approx. 25 min.
5-495 points

+

Reading
45 questions / 37 min.
5-495 points

90 questions / approx. 1 hour
10～990 points
(Scores are in 5-point increments.)

The meaning of the score is the same as that of the mark sheet method.

*Abilities Measured (percentage of correct answers per ability type) are not included in the test results.

The TOEIC® L&R in IP (Online) incorporates the CAT (Computer Adaptive Test) mechanism.

◆ What is a CAT (Computer Adaptive Test)?
It is an adaptive test system that changes the test questions to be asked according to the ability of the examinee. In a CAT, ability is measured using only problems with difficulty levels determined according to the ability of each examinee.
Therefore, it is generally possible to calculate the examinee's ability (score) with a smaller number of questions (=shorter amount of time) than with a paper-based test.

TOEIC® L&R in IP(Online) Question Structure

In the TOEIC® L&R in IP(Online), the Listening and Reading sections each have a common set of questions (25 questions) in UNIT ONE.
In UNIT TWO, each examinee has a different set of questions (20 questions) given based on the correctness of their answers in UNIT ONE.

UNIT	Name of each part	No. of questions
Listening Section（approx. 25 minutes）		
UNIT ONE	Photographs	3
	Question-Response	4
	Conversations (with and without a visual image)	9
	Talks (with and without a visual image)	9
UNIT TWO	Question-Response	5
	Conversations (with and without a visual image)	9
	Talks (with and without a visual image)	6
Reading Section（37 minutes）		
UNIT ONE (approx. 23 minutes)	Incomplete Sentences	5
	Text Completion	4
	Reading Comprehension	16
UNIT TWO (approx. 14 minutes)	Incomplete Sentences	7
	Text Completion	4
	Reading Comprehension	9

*The question format is the same for each part with the same name.
*Even if you proceed to UNIT TWO before the allotted time in UNIT ONE has expired, that additional time will not be carried over to the allotted time for UNIT TWO.
*In the Reading section, you can check and correct answers to questions you have answered within the allotted test time of each UNIT. However, after proceeding to UNIT TWO, you cannot return to UNIT ONE.

If you have any questions or concerns, please call the TOEIC Program＜IP Test (Online)＞Help Desk.
*When making an inquiry, please tell the operator the name of your affiliated group.

TOEIC Program＜IP Test (Online)＞Help Desk
TEL: 050-1790-7424 (Weekdays only: 10:00am – 5:00pm)

TOEIC® Listening & Reading IP Test (Online) Guidelines

◆ Notes on taking the test

1. You can take the test anytime you like during the test period. Please be sure to finish the test by the last day of test period.
2. Please prepare headphones or earphones for the Listening section if necessary.
3. When the timer reaches zero (or you have clicked the "Finish Test" button), the test session is considered to be finished and will be scored.
   *Please note that if you close your browser without proceeding to the Score Display Screen, your test will not be scored.
4. Please check the following test operating environment.
   Please note that you cannot take the test on smartphones.
   *App installation is necessary if taking the test on iPad.

OS	Browser	Others
・Windows 10 (64-bit only) ・Windows 11 (64-bit)	・Google Chrome latest version ・Microsoft Edge latest version	<Monitor resolution> 1024×768 or higher is recommended. <Screen size> 14 inches or larger is recommended <Recommended network environment> LAN: 100Mbps for each PC Wi-Fi: 54 Mbps or higher. Up to 12 PCs per access point
・macOS 11 Big Sur ・macOS 12 Monterey ・macOS 13 Ventura ・macOS 14 Sonoma	・Google Chrome latest version ***Not compatible with Safari.**	

*Windows/Microsoft Edge, macOS/Google Chrome are not included in the system requirements specified by ETS, the test developer. However, they are confirmed to operate by IIBC verification.

※Be sure to take the test using headphones or earphones with wire if taking the test held with proctoring at the designated room.

5. Please check the following test operating environment of your iPad. You cannot take the test on smartphones and other tablets.

モデル	OS	その他
・iPad 5th generation and later ・iPad Air 3rd generation and later ・iPad Pro 3rd generation and later ※Not recommended for iPad mini due to its small monitor size. ※Operation has not been verified for models before the above.	・iOS 12.0 and Later	<Monitor resolution> 2048 × 1536 or higher is recommended. <Network> WiFi ※please refrain to use 4G network。

※Can not take the test with iPad if taking the test held with proctors at the designated rooms.

6. An Authorization Code is required to take the TOEIC Listening & Reading IP Test (Online). The code will be sent to your Hirodai email address. Please keep the code as you need it later.
7. Please note that you may not be able to take the test due to regular or emergency maintenance.
8. The test title that appears on the screen is TOEIC Listening & Reading Test Multi-Stage Adaptive Version.

◆ Test interruption and restart due to trouble

If you have a problem such as a computer malfunction during the test, close the tab and stop the test. After that, re-access the test website, enter the Authorization Code and log in using the procedure you followed to start the exam. The "Resume Test" button will be displayed. Click the "Resume Test" button and the test will restart from where you stopped.

◆ Prohibited acts

1. Providing, transferring or reselling your Authorization Code to a third party.
2. Recording (video/audio recording) or copying test items.
3. Leaking test items.
4. Cheating.
5. Sending harmful programs, etc.
6. Acts that violate laws, public order, or morals.
7. Any other acts that interfere with the system administrator or unjustly violate the rights of third parties.

◆ Disclaimer

The operator will not be responsible for any damage caused by the device or communication of the examinee, or any damage caused by the TOEIC Listening & Reading IP Test (Online) or any changes, suspensions, or abolitions of the site.

Unsecure

◆ **How to take the TOEIC ® Listening & Reading Test in Institutional Program (Online)**

When you are ready, begin with the procedure.

1. Please check your inbox for the email from Hiroshima Univ.「受験者情報登録完了通知メール」" the email to confirm completion of your registration" (It will be sent around May. 7)

■ 試験実施について

試験期間：2022年××月××日～2022年××月××日
Authorization Code：××××××××××

試験期間内に下記URLへアクセスし、Authorization Codeとパスワードでログインしてください。

URL: https://area18.smp.ne.jp/area/p/nasj9mfqbk0qhlgm2/hikAfc/login.html

ログイン後、アンケートの入力が完了しますと、試験画面へ進めるようにな
試験終了日の23:59まで受験いただけます。
ただし、団体ご担当者が指定する時刻で試験終了となる場合がありますので、ご所属団体からのご案内を必ずご確認ください。

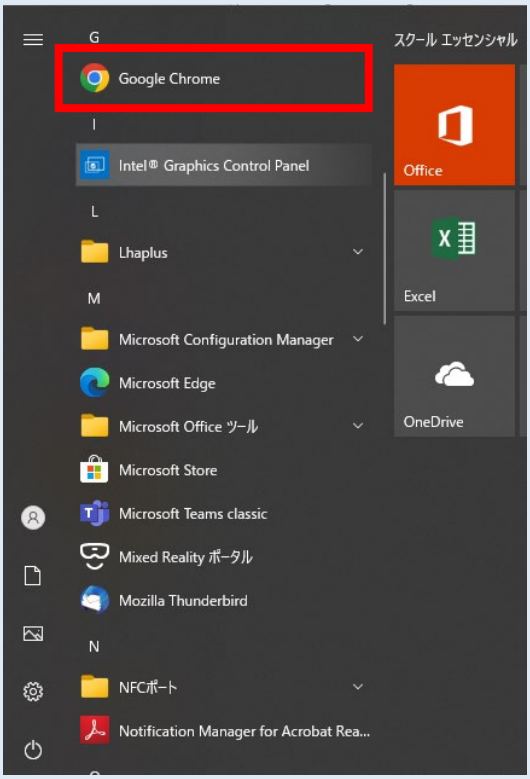
■ 受験後のテスト結果の確認手続きについて

Test site URL

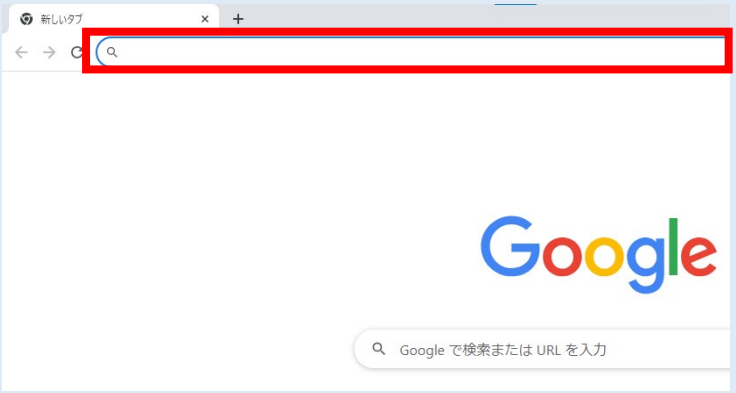
Attention！
The exam period is below.
【2024/5/18(Sat.)～2024/5/20(Mon.)】

You can not take the test on smartphones and tablets ！

2. Open the Browser.(If you take the test by using Mac, Google Chrome must be used as web-browsing software)



3. Copy the URL in the e-mail and paste the URL.



4. Enter your Authorization Code and password and click「ログイン」"Login".

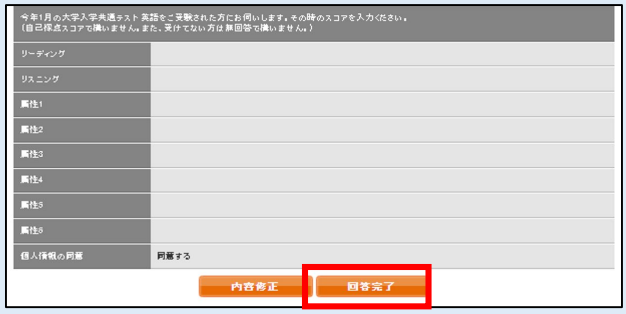
※Authorization Code
→ Stated in the text of the email
※Password
→ HU_TOEIC and your date of birth (in 8 digits)
ex：2005/4/1→HU_TOEIC20050401

Attention！
If you fail to log in 5 times you will not be able to log in for 30 minutes.

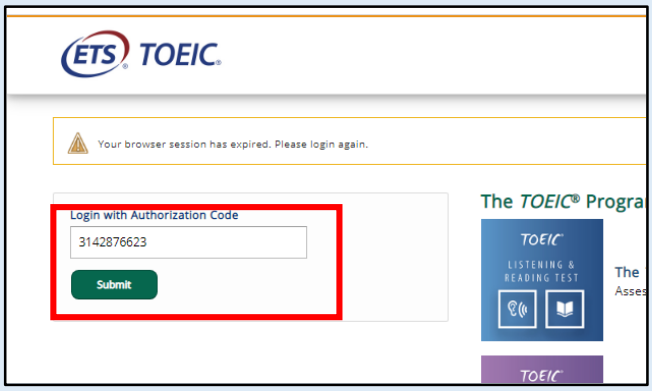
Go to Next page

5. After confirming your registration information, click「アンケート回答／試験実施」"Answer Questionnaire/Exam". This button will be displayed after the start date of the test.
6.Please answer the questionnaire.
7.Click「確認画面へ進む」"Proceed to confirmation screen"

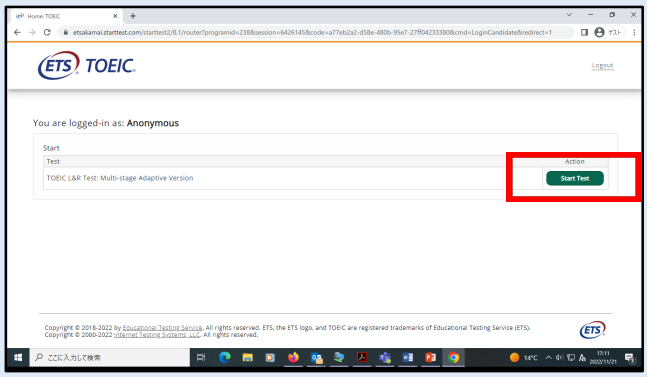
8.Click「回答完了」"Answer completion".
9.Click「受験する」on the next screen.



10. Enter your Authorization Code and click "Submit".
※Authorization Code is stated in the text of the e-mail (a 10-digit figure)



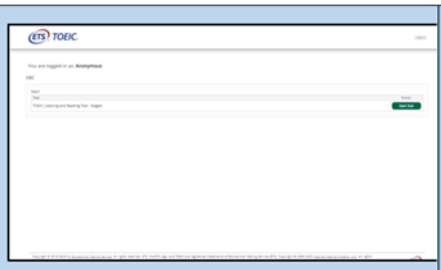
11. Click「Start Test」.



Go to next page

◆ Screen images: Step to start the test

12 Enter your Authorization Code and click “SUBMIT”.

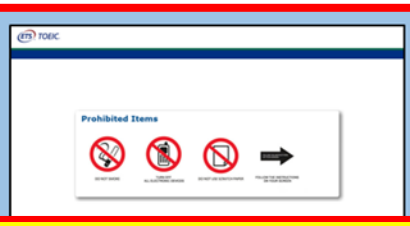


13 Click “Start Test”.

14 Click “Continue”.

15 Accept the displayed agreement and select “Yes”. Click “Next”.

16 Some instructions are displayed. Click “Next”.

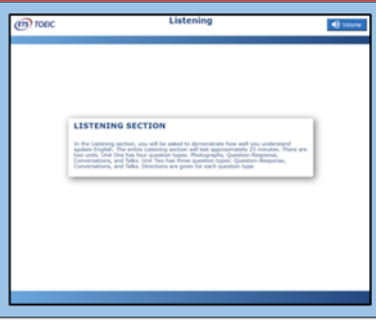


Please wait! The proctor will check your screen.

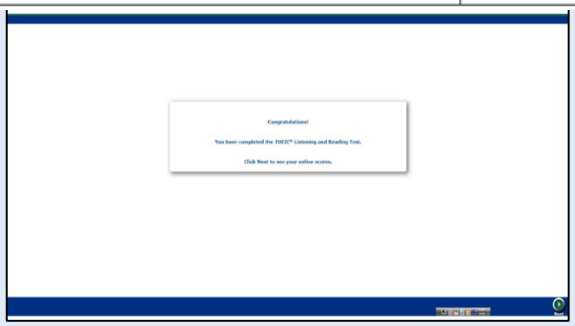
17 Check the prohibited acts.
Please remain on this screen and wait.

18 Click “Volume” in the upper right corner, move the cursor to adjust the volume, then click “Next”.
*It may take 1 or 2 minutes for the test sound to be heard, depending on the internet environment. You might have troubles in the listening section if you cannot hear the sound here.

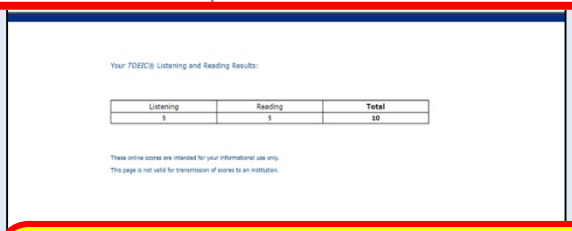
19 Listen to the test instructions and click “Next”.



20 The Listening section will begin.
Please follow the guidelines.



21. After all the tests are completed, the following screen will be displayed. Click "Next" and check your test results. (Go to the next screen)



Please wait on this screen until the proctor announces the end of the test.

22.Please remain on this screen until the proctor announces the end of the test. The proctor will check your screen.
23.Click “Exit” to finish after the proctor confirms your score.

Please note that your test score will not be valid for credit accreditation if the proctor cannot confirm your screen both at the start (#17) and at the end (#22).

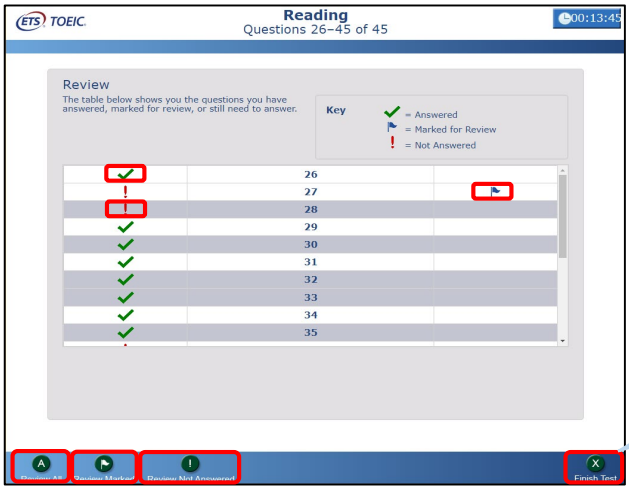
◆ **Reading section icon descriptions**

00:15:04	A countdown timer will appear in the right upper corner of the screen. Please pay attention to the displayed remaining time for each UNIT. Test sections (parts) without the timer display are not counted down. As the Reading section's test time for UNIT ONE is approximately 23 minutes and approximately 14 minutes for UNIT TWO, the remaining time displayed in the countdown timer when the test starts may not be exactly 23/14 minutes depending on which time you are taking the test.
Mark item for review	If you click the white checkbox, a checkmark will appear, and this will help you find the items you would like to review later. After proceeding to UNIT TWO, it is not possible to review items in UNIT ONE.
Review	You can open the tab of the item list. Please see the description of the Review screen on the next page for more information.
Back Next	You can move to the previous item with the "Back" button and to the next item with the "Next" button.

Review screen description

*There is a "Review" screen for each unit. Once you finish UNIT ONE, you cannot confirm or correct any items in UNIT ONE.

*Even if you proceed to UNIT TWO with time left in UNIT ONE, the remaining time in UNIT ONE will not be carried over to UNIT TWO.



On the UNIT ONE Review tab, "Next Unit" is displayed

✓	Appears on an item that has been answered
!	Appears on an item that remains unanswered
⚑	Displayed on an item that has been checked as "Mark item for review"
Review All	Back to the beginning of each UNIT (Directions page of "Incomplete Sentences")
Review Marked	Back to the first item that has marked as "Mark item for review". By clicking "Next" with this, you can review the only items that have marked as "Mark item for review"
Review Not Answered	Go back to the first unanswered item. You can review only unanswered items by clicking "Next".
Next Unit	Displayed on the UNIT ONE Review screen. If you click "Finish Unit" that appears after clicking "Next Unit", you can proceed to UNIT TWO even during the UNIT ONE test time. However, please note that once you proceed to UNIT TWO you will be unable to return to UNIT ONE. Furthermore, remaining time in UNIT ONE will not be carried over to UNIT TWO.
Finish Test	Displayed on the UNIT TWO Review screen. By clicking "Finish Test", you can finish the test even before the end time. Please note that once you click this, you will not be able to restart the test.

Unsecure

◆ How to check the result

◆ 重要 ◆ テスト結果取得通知 TOEIC Listening & Reading IPテスト（オンライン版）

■ テスト結果の確認手続きについて

●テスト結果確認開始日
20XX年XX月XX日 15時XX分XX秒

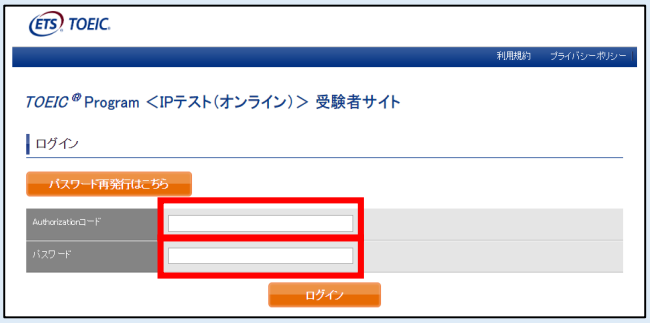
TOEIC Listening & Reading IPテスト（オンライン）受験者サイトへ
ログインをして、テスト結果をご確認ください。

【テスト結果確認方法】
1.TOEIC Listening & Reading IPテスト（オンライン）受験者サイト
https://area18.smp.ne.jp/area/p/nasj9mfqbk0qhlgm2/hikAfc/login.html)にアクセス
2.Authorizationコードとご自身で設定したパスワードでサイトへログイン
3.【テスト結果確認】をクリック

<ダウンロード可能期間について>
上記テスト結果確認開始日より、翌月末までダウンロードが可能です。
この期間を経過した採点データは特定の個人を識別することができない統計
保管します。

テスト結果確認用URL

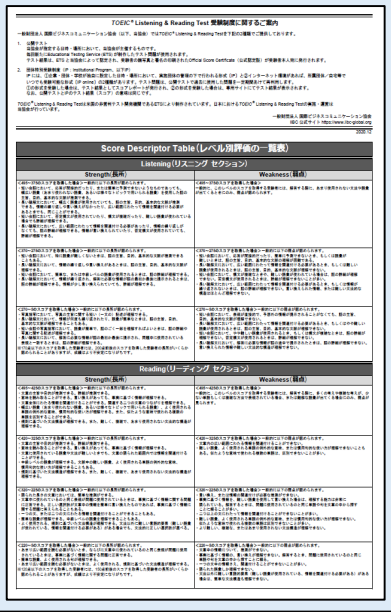
1. Please check your email to get your test result.
Visit「TOEIC Listening & Reading IP テスト（オンライン）受験者サイト」
(https://area18.smp.ne.jp/area/p/nasj9mfqbk0qhlgm2/hikAfc/login.html).



2. Enter your Authorization Code and password and click "Login"
※Authorization Code → Stated in the text of the email
※Password →HU_TOEIC and your date of birth(in 8 digits)
(ex : 2005/4/1→HU_TOEIC20050401)

3. Click「テスト結果確認」"Confirm Test Result"

4. Check your test result



5. You can print out your test result in PDF format by clicking「テスト結果印刷」"Print Test Result". Please save the PDF file if necessary. Test result will be removed from the system at the end of the following month after the test. Please note that after this period, you will not be able to check your test result.