

【Important information for voluntary test takers】

About the Administration of the TOEIC(R) L&R IP Test

1. Test schedule **Date: December 1st (Saturday), 2018**

Schedule	Time
Entry to testing room	12:30
Start of test (test explanations at the beginning) ※Latecomers will not be admitted.	<u>13:00</u>
Listening section (46 minutes)	13:29~14:15
Reading section (75 minutes)	14:15~15:30
Collection of test books and answer sheets Exit from testing room upon receiving permission from the proctor.	Around 16:00

2. 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 speak English at all.)

3. Important reminders (Be sure to read the separate document “Announcement.”)

- (1) Don't be late.
- (2) Bring your student ID card and keep it on the desk during the test.
- (3) Each student has an assigned seat. **Sit in your assigned seat.**
- (4) Don't leave the testing room before the test ends.
- (5) Bring your utensils; however, you are allowed to have only the following items on your desk during the test.
○Student ID card ○Pencil (No.2 or HB) for bubble sheets ○Eraser ○Handheld pencil sharpener (nonelectric) ○Watch with only a clock function (Alarm must be turned off) ○Glasses
- (6) Turn off your mobile phones before entering the testing room and keep them in your bag. You are not allowed to use your mobile phones and other electronic devices as a watch.
- (7) Don't take the test books and answer sheets home.

4. Others

(1) About going to Higashi-Hiroshima campus

You can get directions to Higashi-Hiroshima campus on the university web site:

<https://www.hiroshima-u.ac.jp/en/access>

(2) In case the test is cancelled because of bad weather (e.g., typhoon, heavy rain), we will make an announcement on the main web page of MOMIJI (under “Emergency Information”). Please check the information as needed.

(3) You will receive your score report through the university around the end of December. Because the score report will be officially issued by the Institute for International Business Communication (IIBC), your score from this TOEIC(R) L&R IP test will be as effective as TOEIC(R) L&R tests in proving your English proficiency for job hunting, etc. (“IP” stands for Institutional Programs).

Also, many graduate schools at Hiroshima University request applicants to turn in their TOEIC scores. We recommend that you keep your score report from this test at hand for future use.

(Score reports from TOEIC(R) L&R IP tests can be reissued for two academic years (an academic year is from April 1st to March 31st) following the academic year in which you take a test. It generally takes about two weeks before you receive a new copy, and you need to pay a fee.)

(4) About using your score report for credit recognition

If you get a high enough score from this TOEIC(R) L&R IP test and go through the application procedure, you can receive credit for foreign language subjects (English) in the undergraduate Liberal Arts Education Program. To get approval of credit recognition, you must apply for it within two weeks after the beginning of each semester. For more information, please contact the Student Support Office in your school.

Your score report (original copy) is necessary for application for this credit recognition.

(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).