【Important information for mandatory and voluntary test takers】

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

1. Test takers

   Mandatory test takers

   ・Students enrolled in 2020 academic year (the first year of school) All majors

   ・Students enrolled in 2018 academic year (the third year of school) and belonging to following: School of Engineering

   ・Students enrolled in 2017 academic year (the fourth year of school) and belonging to following: School of Science(Chemistry),School of Medicine(Program of Medicine),School of Medicine(Program of Health Sciences Division of Nursing)

   ・Students enrolled in 2015 academic year (the sixth year of school) and belonging to following: School of Pharmaceutical Sciences(Program of Pharmaceutical Sciences)

   Voluntary test takers

   ・All FULL-TIME students except the undergraduate students who are required to take the mandatory test

2. Test schedule

   00:00 on Mon. July 6, 2020 ~ 23:59 on Fri. July 10, 2020

   (1)You have five days to take the test online.

   (2)The test lasts approximately 60 minutes.

   (3)Please check the volume of the test in advance during the registration period. (Reference "4. test-taking procedure")

   (4)There will be no supplementary test.

3. Test Place

   Home of an adequate network environment.

   *Students are encouraged to take classes at home.

4. How to take the test

   Reference "Exhibit 1"

   (1)Registration of candidate information between Thursday, June 25, 00:00 and Wednesday, July 1, 23:59 (tentative) From [URL], please register the necessary information for the test (about 10 minutes).   If you do not register, you cannot take the test.

   You will need to fill out a few surveys before you can register. After you answer the questionnaire, "URL for registration of candidate information" will be displayed.

(3)Please register email address of Hiroshima university.【 "StudentID"@hiroshima-u.ac.jp 】

The Authorization Code to be used in the test will be sent to this email address.

(Ex."b000000@hiroshima-u.ac.jp" **"b" is small print)

(4) To find your group code, please see "Group Code List" on the Momiji. Write and mark the code for

your major.

(5)You can register your candidate information only once. If you are registered more than once, it may be

considered a duplicate attempt.

5. How to check the test results

Reference "Exhibit 1"

Please check your email(Hiroshima univercity) to get the test results(PDF).

An email notification to obtain test results will be sent by July 16, 2020 (planned).

(1)"Authorization Code" is required to be used when taking the test.

And you will need a password that you have changed yourself.

Therefore, please keep your password in a safe place even after you have completed the test.

(2) Results will be available for confirmation from the "Test Result Confirmation Start Date" indicated in

the e-mail until August 31 (tentative).

(3)You will not be able to see it after the period.

You will always need to save the PDF file yourself.

(4)We are unable to respond to inquiries about test results.

6. Notes on the Test

Reference "Exhibit 2"

7. 【Only voluntary test takers】 Necessary paperwork for absence on free TOEIC(R) L&R IP TEST

You are required to submit the specific document if you cannot meet the schedule to take the free

TOEIC(R) L&R TEST which you have registered. The necessary document differs depending on your

reasons by 13th July(Mon), 2020 (email g-initiative@office.hiroshima-u.ac.jp).

**Please note that if you neither take the test nor submit the certain official proof, you are not eligible

to take the next free TOEIC(R) L&R IP TEST (ex. If you were absent on July test, you won't be able to

take the November test in AY2020).

8. Test Exemption

Those who fall under the following conditions and wish to be exempted from taking the test may fill

in the attached "Application for Entrance Exemption" form. (after a number of years of practice)

Please send an email to the Education Promotion Group (in charge of Liberal Arts) (gsyugaku-group@) by

July 3 (Friday) (office.hiroshima-u.ac.jp),

Please submit via email.

(1) Students who have been admitted to the evening course under the Phoenix admission system (or

those who have been admitted through the special selection system for working adults) (including

those deemed to be in accordance with the provisions of the Act)

(2) Those whose native language is English (or equivalent)

(3) Those with other unavoidable circumstances that prevent them from taking the test (this does not include participation in competitions, etc.).

9. Others

(1) You will need to verify your own information about entering the campus.

(2) Reference "Exhibit 2"

You must save the test results by yourself during the test result verification period. Please note that you will not be able to reissue the certificate at a later test results.

The test results will be officially issued by the Institute for International Business Communication (IIBC). However, it must be used as objective evidence of your English ability for future job hunting and other purposes. Whether or not you can submit your application depends on where you are submitting your application (graduate school, company, etc.). If you plan to do so, please check with the office to which you are submitting your application.

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

(3) It is not possible to use the online test score to receive credit for foreign language courses (English) in the liberal arts program of the university.

(4) 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

Reference "Exhibit 3"

11. Consultation service

(＊Please contact us with the name of your university and the fact that you are an online candidate)

〇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：06-6258-0221（am10:00〜pm17:00 ＊＊ Excluding Saturdays, Sundays, holidays and New Year's holidays)

〇In case you don't know your test number or affiliation code

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)

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

（am8:30〜pm17:00 ＊＊ Excluding Saturdays, Sundays, holidays and New Year's holidays)