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

The AY2023 2nd test will be held online as below.

*Please check 【The online test with proctoring at the designated room on December 16th/17th】about online test conducted with proctoring at the room designated room.

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 Date 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 period
   Monday, December 11th 2023, 00:00 ～Sunday, December 17th 2023, 23:59
   (1) The test needs to be completed during the test period above.
   (2) The test takes approximately 60 minutes to complete.
   (3) <u>Please check the audio in advance.</u>
   (4) <u>No supplementary test</u> will be held.
   (5) If you take test on December 17th, you should complete the test by 23:59.

3. Test place
   Place with an appropriate network environment for online test.
   * A quiet place with minimal distractions is recommended for the listening section.
   * <u>If you take the test by using Mac, Google Chrome must be used as web-browsing software (Safari cannot be used for the test)</u>. (Please make sure to read <u><Hand out test guidelines></u> too.)

4. How to take the test   *Please make sure to read <u><Hand out test guidelines ></u> 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.
   (2) You MUST check your registered information and correct it if necessary by starting take the

test. 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 MOMIJI". 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 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 > too.

(1) When you complete the test, your score will be displayed.

(2) Around 10 pm 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 downloaded 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 the test

Please make sure to read <Hand out test guidelines >.

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

If you cannot take the test for unavoidable reason, please e-mail 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

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) 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").

 <u>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.</u>

 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.

(2) The results from this <u>online test cannot be used for credit purpose for foreign language courses (English) in the liberal arts education.</u>

(3) If you have any questions, please contact the Education Promotion Group at 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)