



TOEIC[®] Listening & Reading
and
TOEIC Bridge[™]
Institutional Program Online Test
Administration Supplement

**PLEASE READ THIS ENTIRE MANUAL BEFORE
ADMINISTERING THE TEST.**

What This Manual Contains

This manual provides specific information about the responsibilities of the persons who will administer the TOEIC® Institutional Program Online test including procedures that test administrators must follow before, during, and after a test administration, and suggestions to help test administrators carry out these responsibilities smoothly and effectively.

Before the Test

The actual testing time for the TOEIC Online test is listed below. Test Administrators should schedule at least 30 minutes of additional time before the start of the test to seat the Test takers and to go through the login process.

Listening Comprehension, 45 minutes (Parts I, II, III)

Listening and Reading Comprehension, 120 minutes (Parts I-VI)

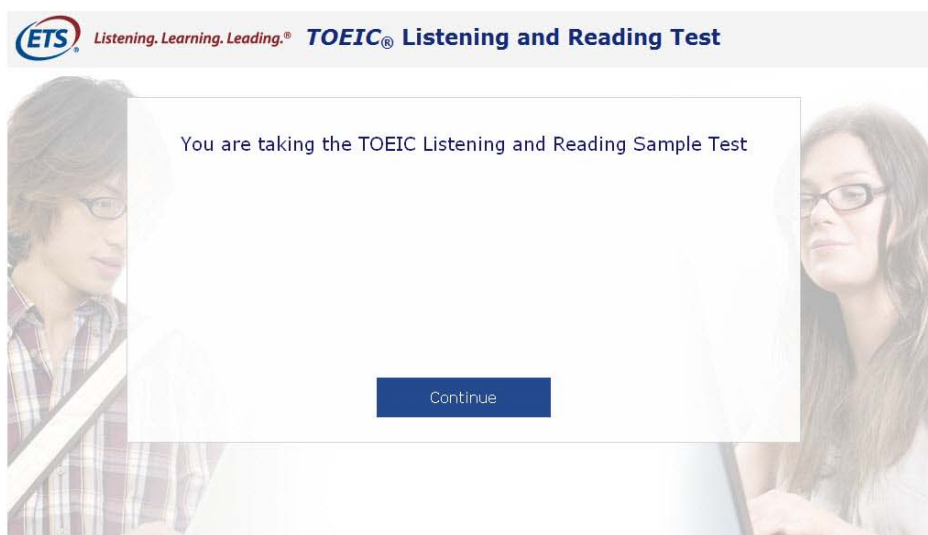
Pre-Administration Procedures

Running the Sample Test

Prior to scheduling any test administration the CMD/EPA must confirm that all computers are able to successfully launch and run the TOEIC Online Sample Test. Successful completion of the TOEIC Online Sample Test confirms that the computers are ready to administer TOEIC Listening, Listening and Reading, and Bridge Online. The local EPA will supply authorization codes for the Online Sample Test prior to scheduling an administration.

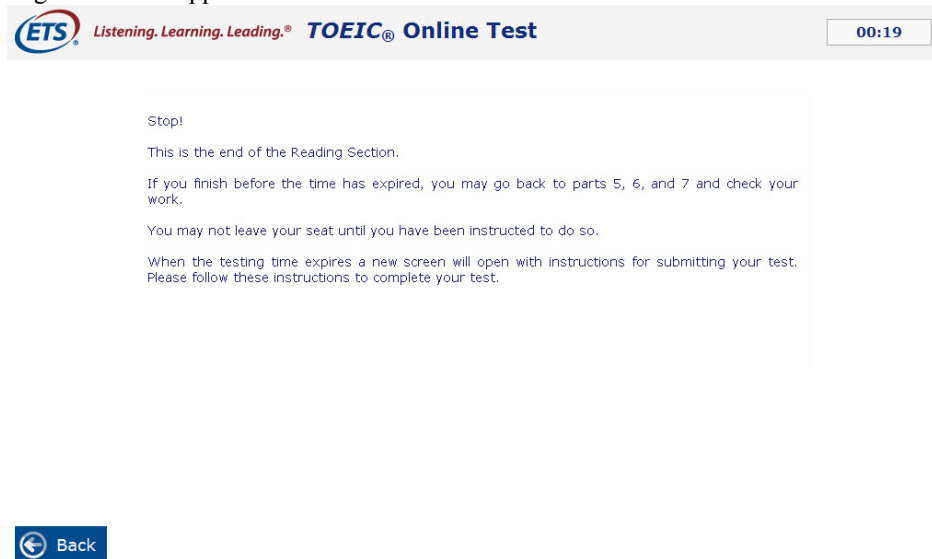
To run the sample test:

1. Identify the computers to be used during TOEIC IP Online Test administrations
2. Ensure that headsets are available for all computers and plugged into the appropriate jack
3. Direct each computer's internet browser to <http://ets.toeiconline.com>
4. Enter the sample test access codes provided by the local EPA and click "Enter"
5. Confirm that the message on the screen states "You are taking the TOEIC Listening and Reading Sample Test" and click Continue

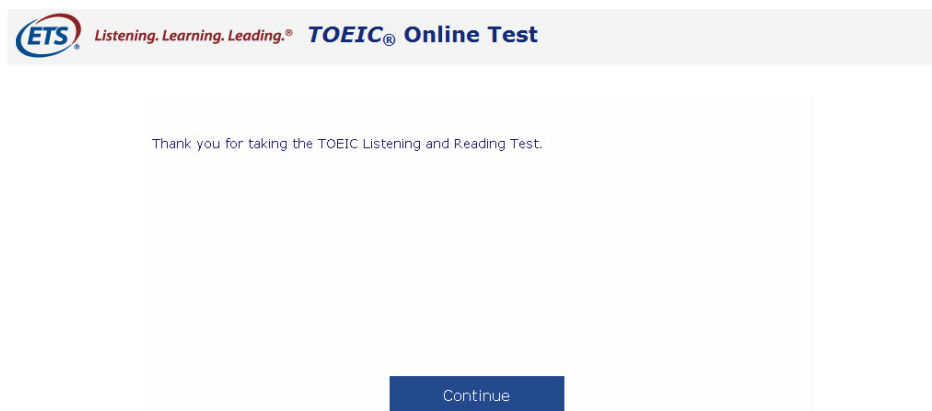


6. Click Continue on the "Copyright Statement" screen
7. Click Continue on the "Test Center Regulations" screen
8. Click Continue on the "If You Need the Administrator" screen
9. Click Continue on the "Confidentiality Agreement" screen
10. Select a country and language in the "TOEIC Native Country Codes" screen and click Continue
 - a. Entries in this screen will not be recorded – any combination of country and language may be selected
11. Click Continue on the "General Directions" screen
12. Click the "Test Your Sound" button and confirm that sound can be heard clearly through the headphones
13. Click Continue on the "Prohibited Items" screen
14. Click Continue on the "Start the Sample Test" screen
15. The Sample Test will automatically advance through the Listening section (parts I-IV)
16. The Reading section will begin after part IV of the test
 - a. Click Next to advance through parts V, VI and VII

17. The following screen will appear at the end of the test



18. Once time expires the following screen will appear.



19. Click continue to exit the Sample Test

20. Successful completion of the TOEIC Online Sample Test confirms that the computers are ready to administer TOEIC Listening, Listening and Reading, and Bridge Online.

Check-In Procedures

1. Test takers should be advised that the online test cannot be paused and they should use the restroom prior to being seated at their assigned computer.
2. At the check-in desk, the Test Center Administrator (TCA) will have a roster of the individual test takers with their online test access codes as well as each test taker's individual Authorization Form.
3. Locate each test taker on the roster. Compare the name on the roster against the information on the test taker's ID to ensure that the correct examinee is selected.
4. Once the ID has been verified, mark the roster to indicate that the test taker has arrived.
5. Provide each test taker with his or her Authorization Form and instruct them to keep the Authorization Form. The TCA will collect the Authorization Forms after all test takers have successfully launched the test.
6. Proctors will:
 - a. Escort each test taker to their assigned testing station.
 - b. Instruct each test taker not to touch the keyboard until all test takers are given instructions to do so. All test takers must be seated before the login process will begin.
 - c. Instruct each test taker on how to make adjustments to the testing station equipment such as repositioning the monitor to accommodate use of bifocals, repositioning keyboard, adjusting chair height, etc.
7. After all test takers have been checked in and seated, continue with the steps for Administering the Test

Instructions for Administering the Test

Read aloud to the test takers all directions, except those in italics, enclosed in the boxes on the following pages. Do not depart from these instructions or answer any questions regarding the content of the test. If any discrepancy should occur between the test taker directions in the online test and the corresponding directions in this manual, those in the online test should be given priority.

When everyone has been seated, say:

Welcome to the TOEIC IP Online test administration. Testing will begin in a few minutes. I am required to read the instructions exactly as written, and cannot deviate from them. Listen carefully to these instructions as I read them.

The TOEIC Program is obligated to report scores that accurately reflect the performance of the test taker. For this reason, the TOEIC Program maintains test administration and test security standards. You should be aware that misconduct on your part will result in dismissal from the test. Once the test is launched you may not access any other computer program. Do not minimize your test. Anyone caught minimizing the test or accessing any other computer program will be dismissed. Do not exit the test before the time expires. If you complete the test before the time expires you must remain in your seat. You may raise your hand to let the Test Center Administrator know you are finished but you may NOT close the application or open any other computer programs. **Closing the application before the time is up will cancel your scores.**

Giving or receiving assistance with answers to test questions, starting the test before you are instructed to do so, attempting to take the test for someone else, or causing a disturbance of any kind will result in your dismissal from the test and the cancellation of your scores. Also, if you use any testing aids, including mechanical pencils, cell phones, scratch paper, pens, a dictionary, highlighter pen, ruler, translator or electronic device, or if you fail to follow the required testing procedures, you will be dismissed and your test scores will be canceled. No smoking, eating, or drinking is permitted during the test administration.

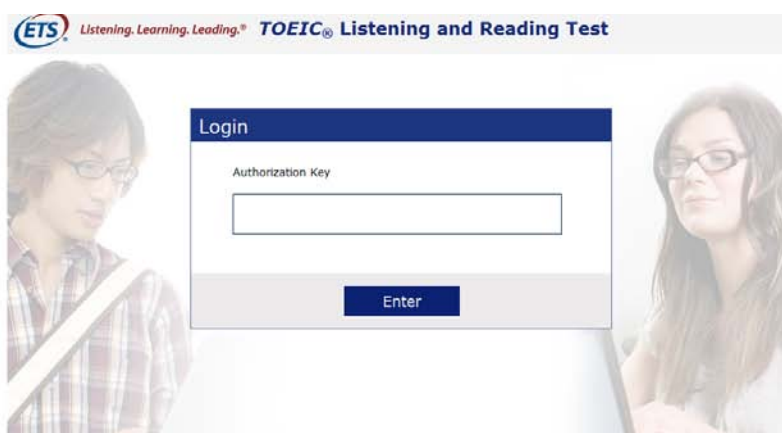
Please remove everything from your desk except your identification and the Authorization Form that you were given during check-in. Place any other materials where they cannot be seen. Paper may not be used for taking notes during the test.

Now we will complete the login process:

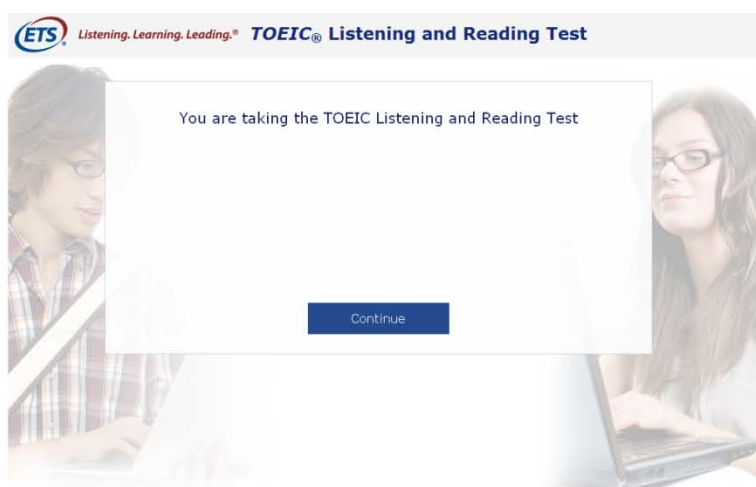
Starting the Test

Note: Test takers will need to enter their Access Code twice to complete the login steps described below. Monitor the test takers during the login process to make sure that each test taker is in possession of their own Authorization Form at all times and logs in with their assigned access code only.

1. Inform test takers that the group will complete the login process together and individuals are not permitted to jump ahead. Emphasize to test takers that the test center staff reserves the right to cancel the test taker's test if the test taker begins the test before his or her Authorization Form has been collected.
2. Ensure that all test taker workstations are at the URL <http://ets.toeiconline.com> for Listening and Reading or <http://ets.toeicbridgeonline.com> for Bridge and all other computer programs are closed



3. Instruct test takers to enter the Access code shown on their Authorization Form into the box provided on the screen, click Continue, and stop when the next screen appears.
4. Instruct test takers to enter their Access code again for confirmation as instructed on the screen, and click Continue.
5. Instruct test takers not to click continue until they are instructed to do so.
6. A message will appear confirming the version of the test.
 - a. Listening Only
 - b. Listening and Reading

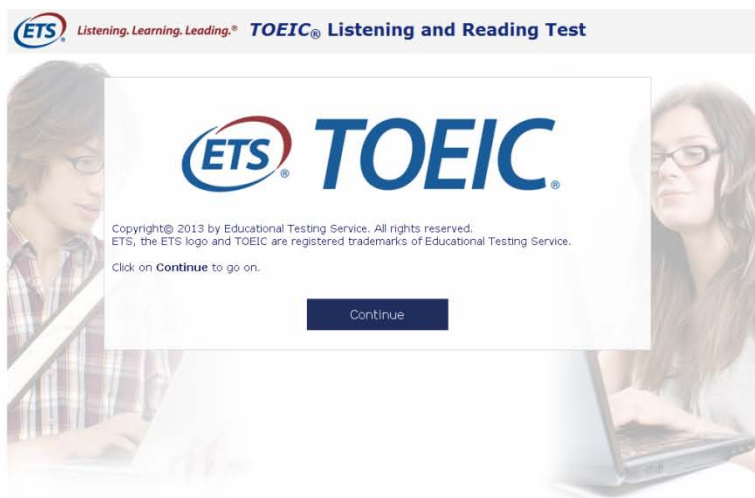


7. As you collect the Authorization Form from each test taker individually, confirm that the message displayed on the screen corresponds with the correct version of the test for that administration.
 - a. When collecting the forms, check each form against the test taker's ID to ensure that test takers are using their own access codes.
 - b. If a test taker does not return an Authorization Form, do not allow that individual to take the test.

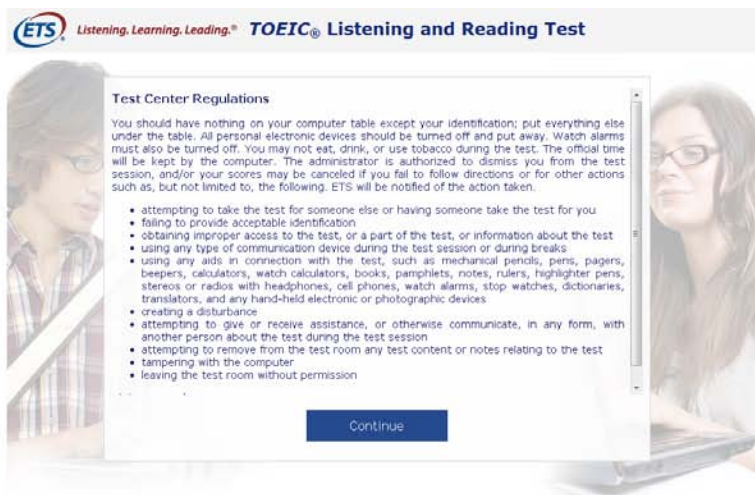
When all the authorization forms have been collected say:

Please remove everything from your desk. We will continue the login process together, do not skip ahead. Click continue.

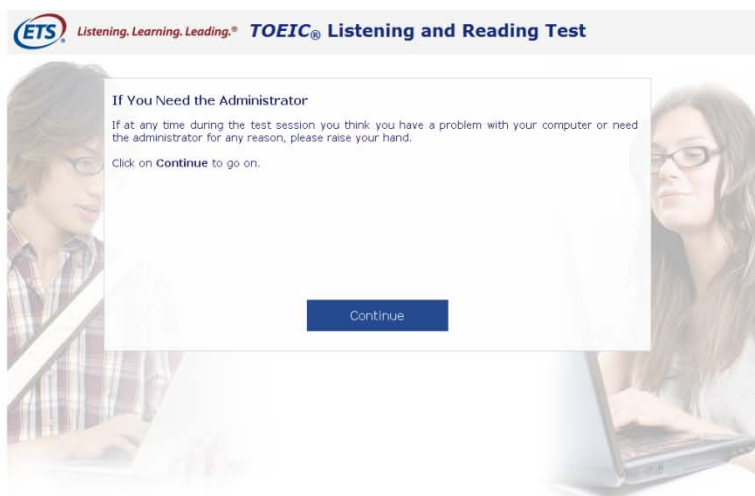
Review the copyright statement and click continue.



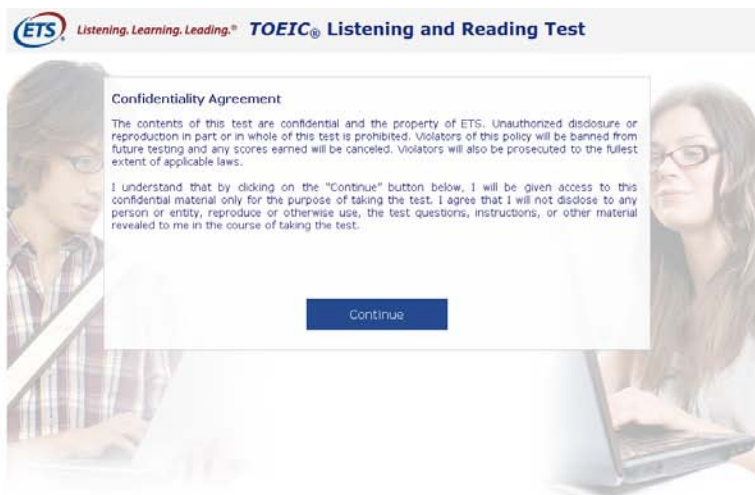
Read the Test Center Regulations thoroughly, click continue and wait for further instruction.



Once all Test takers have finished reading the Test Center Regulations and advanced to the next screen say:
If at any time during the test session you think you have a problem with your computer or need the administrator for any reason, please raise your hand. Click Continue.



Read the Confidentiality Agreement thoroughly, click continue and wait for further instruction.



Once all test takers have finished reading the Confidentiality Agreement and advanced to the next screen say: Indicate your Native Country and Language in the selection boxes on your screen. Please raise your hand if your country or language is not listed. Once you have made your selection click continue and wait for further instruction.

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TOEIC Native Country Codes

Please indicate your Native Country and Language in the selection boxes below from the list of TOEIC Native Countries and Languages provided.

Please raise your hand if your country or language is not listed.

Choose Country Choose Language

Continue

If any test takers raise their hand to report that their native language or country is not listed make a note of the missing language or country and report this information to the local EPA.

Once all test takers have made their selections and advanced to the next screen say: Read the General Directions thoroughly, click continue and wait for further instruction.

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ETS TOEIC

Test of English for International Communication

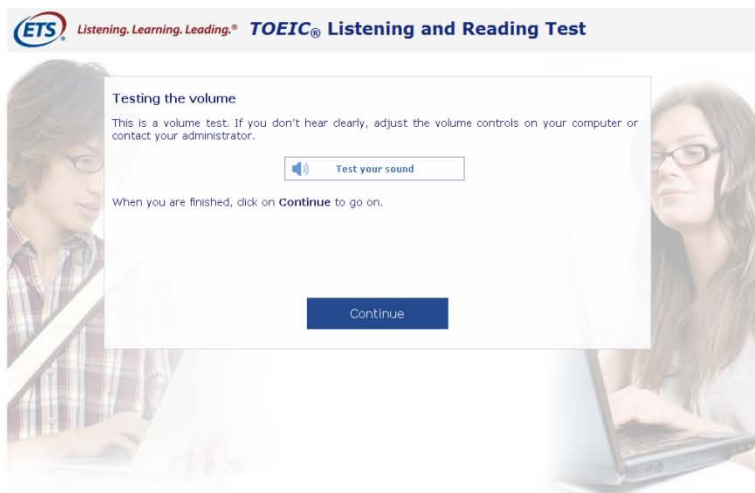
General Directions

This test is designed to measure your English language ability. The test is divided into two sections: Listening and Reading.

You must mark all of your answers in the answer spaces provided on the screen. For each question, you should select the best answer from the answer choices given. Then, click on the button that corresponds to the letter of the answer that you have selected. If you decide to change an answer, click on the new answer.

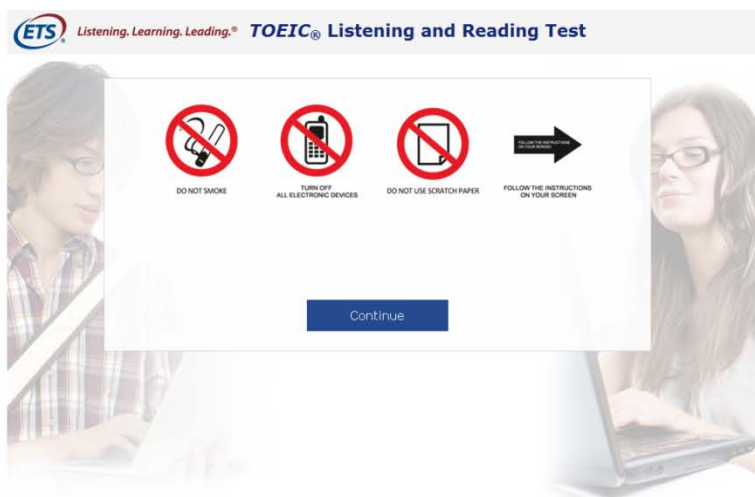
Continue

Once all test takers have finished reading the General Directions and advanced to the next screen say:
You will now be asked to test the sound on your computer. If you cannot hear clearly you may adjust the volume controls. If you need assistance please raise your hand. Please note, adjustments cannot be made once the test has begun. When you are finished with the volume check, click continue and wait for further instruction.



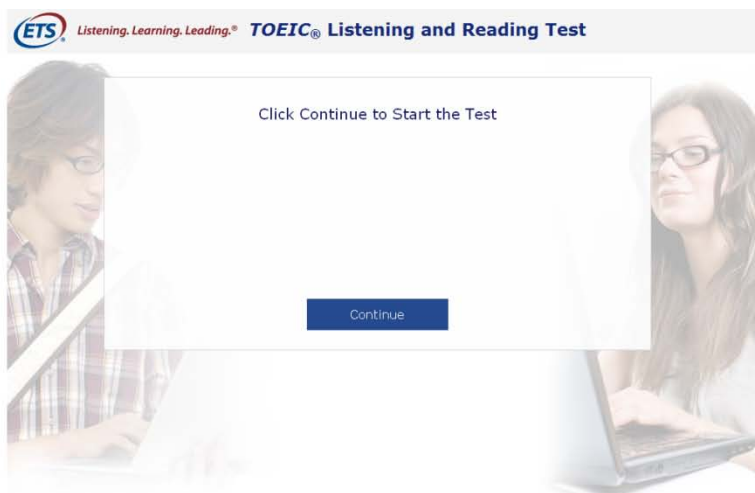
Make any necessary adjustments at this time so all test takers can hear their computer sound clearly. Once all test takers are able to hear clearly and have advanced to the next screen, inform them of how much time they will have to take the test. Test takers will have 45 minutes for the Listening Section and 75 Minutes for the Reading Section. Then say:

Smoking is not permitted. All electronic devices must be turned off and put away. The use of scratch paper is prohibited. All further instructions will be provided in the online test. Are there any questions at this time?



Answer any questions that the test takers may have about the testing procedures. Then say:

Please remember, you may NOT close the test's browser window at any time. **Closing the application before the time is up will cancel your scores** . Click continue to start the test.




Examinees will be provided with the sample question below before beginning part I of the Listening test.

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Part 1 - Directions
For each question in this part, you will hear four statements about a picture on the screen. When you hear the statements, you must select the one statement that best describes what you see in the picture. Then click on the letter (A), (B), (C), or (D) in the answer space provided. The statements will not appear on the screen and will be spoken only one time.

Look at the example item on your screen. Now listen to the four statements.



Choose the correct answer

1.

(A)

(B)

(C)

(D)

Statement (C), "They're standing near the table" is the best description of the picture so you should select answer (C) and click on (C) in the answer space provided.

Now part 1 will begin.

Examinees will be provided with the sample question below before beginning part II of the Listening test. There are no sample questions for part III of the Listening Test or for the Reading Test.

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Part 2 - Directions
You will hear a question or statement and three responses spoken in English. They will not appear on your screen and will be spoken only one time. Select the best response to the question or statement and click on the letter (A), (B), or (C) in the answer space provided.

For example:
You will hear: Where is the meeting room?
You will also hear:
(A) To meet the new director.
(B) It's the first room on the right.
(C) Yes, at two o'clock.

Choose the correct answer.

11.

(A) (B) (C)

The best response to the question "Where is the meeting room?" is choice (B), "It's the first room on the right," so (B) is the correct answer. You should click on (B) in the answer space provided.

Now let us begin with question number 11.

During the Test

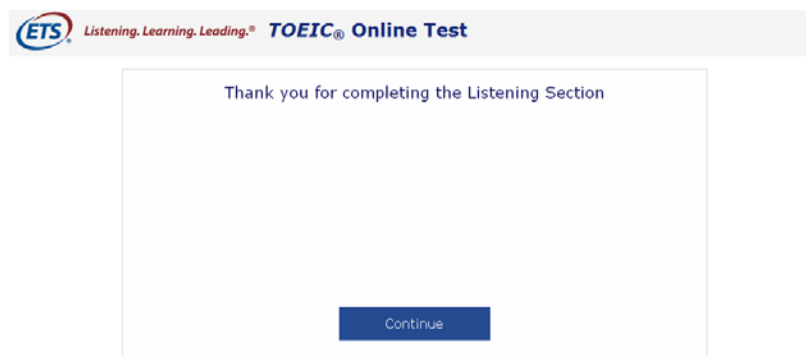
Test Center Administrators and proctors should walk around the room quietly as soon as the test takers begin working. During the exam, Test Center Administrators and proctors must monitor computer screens to ensure that test takers are not minimizing the test browser window, accessing any other websites, or using any other computer programs.

If the test taker clicks the 'X' to close their browser it will cancel their scores. A pop up window will appear instructing the test taker to raise his or her hand for further instruction. If this occurs, the TCA should escort the examinee from the testing room.

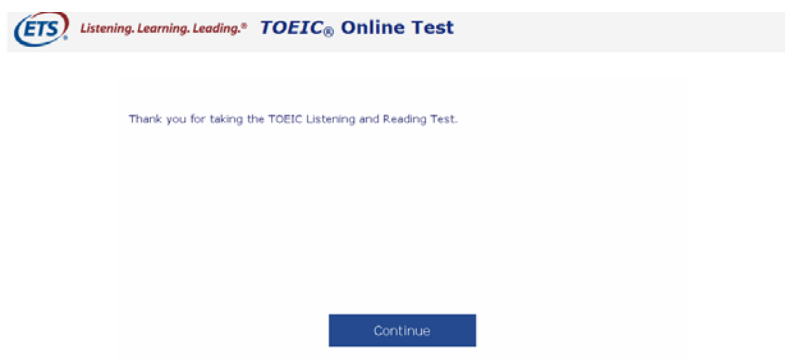
Ending the Test

Once time expires the following screen will appear. The test taker must click *Continue*.

THIS SCREEN WILL APPEAR IF TAKING THE LISTENING TEST ONLY



THIS SCREEN WILL APPEAR IF TAKING THE LISTENING AND READING TEST



The test taker must answer the question on the screen below and click *Continue*.


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I grant ETS permission to use my responses to this test for educational research, instructional purposes, and informational material produced by ETS. I understand that my identifying information (i.e., name, date of birth, and registration number) will not be connected to this material in any way.

Yes
 No

[Continue](#)

To submit the test the test taker must click *Continue* in the screen below. Once the test taker has clicked *Continue* the browser window will close. Test takers may be dismissed once everyone has completed this step.

 Listening, Learning, Leading.® **TOEIC® Online Test**

End of Session
Your session is now complete.
Click on [Continue](#) to go on.

[Continue](#)