



inlingua TOEIC Test Administration Instructions: Read Carefully and Thoroughly

If you have any questions or need assistance, please contact the center administration immediately.

ABSOLUTELY NO BREAKS ARE PERMITTED

Part 1: General Procedures

Remember, you are responsible for making sure that all students in the class are taking the exam and that there is no cheating during the exam. **DO NOT GET DISTRACTED** Remember that all students must participate in quarterly assessments, including the TOEIC. **ABSOLUTELY NO CHEATING WILL BE TOLERATED** Students cannot use note/scratch paper, talk to each other, copy answers from each other, make marks/write in the test book, or look at the answer key located at the end of the test being administered.

Students who disrupt testing procedures are subject to expulsion from the program. Report any issues to the administration as soon as possible. Students who cause a disturbance – such as refusing to take the test or refusing to put the phone away on silent- must be dismissed from the room and sent to the director. If this occurs in the evening when no administrators are present, you need to dismiss them from the class so that other students are not negatively impacted. Dismissed students **do not** receive credit for attendance. Once reported to the administration, they will follow up with you for details on the nature of the incident.

Make sure all personal items are not within arm's reach of the student (set them aside in the front of the room, against wall, on a group of chairs near the door, etc.). **ALL PHONES AND ELECTRONIC DEVICES MUST BE TURNED OFF AND PUT AWAY – NOT ON THE DESK.** If a student's device rings, chimes, or vibrates during the exam, you are to remove the device from the room. You must put your phones on silent and use them ONLY to keep time if you do not wear a watch or have a clock in the room. You should not use your phone to talk, chat, browse the internet, etc. while proctoring the exam. **NO EXCEPTIONS**

Students are not allowed to leave the room until **ALL** tests have been completed and collected. If students complete the exam early, you must keep them in the classroom until you dismiss the whole class. They cannot use the phone/computer while waiting for others to finish the exam.

- **Instruction 1: Read all text *in italics* to students**
- **Instruction 2: Complete the instructions in parenthesis → (do this)**
- **Instruction 3: For reading section, keep time on the board**
- **Instruction 4: Make sure to write and fill in the Student ID in the section marked "Identification number". **IDs are next to their name on attendance roster.****
- **Instruction 5: Make sure the appropriate "Special Code" section is completed. Please refer to the example provided by the administration**

Part 2: Test Proctoring Script (Begin when all students are in the room)

Welcome to the inlingua quarterly simulated TOEIC, which is given to all students at the end of each term to accurately track and report your progression of listening and reading skills in English. Cell phones, dictionaries, translators, or any other electronic devices are **NOT** allowed during the exam. All electronic devices must be turned off and put away. If any device goes off, I will collect it and give it to the center administration for safe-keeping. Please remove everything from your desk except for pencils and erasers. Put all other personal items against the wall or under your desk. You are not allowed to access them during the test.

No drinking or eating is permitted during the exam. You are not allowed to leave the room until everyone has completed the exam and all answer sheets and test books are collected. Use a #2 pencil to mark your answer sheet. Only answers that are clearly marked in the appropriate space will be counted.

Once the test begins, you are not to give or receive assistance with answers, read aloud, work on questions or mark your answer sheet after time is called, write/take notes/put marks in the test book, or cause a disturbance during the exam. Be aware that any misconduct on your part during the exam will result in dismissal from the exam.

Please do your best to work quickly and efficiently because this is a timed test. You will receive points for questions answered correctly with no penalty for guessing. Therefore, you should answer every question instead of leaving a question blank. I will keep time on the board for you during the reading section. Be sure to mark your answers on the answer sheet and NOT the test book. You will only receive credit for answers marked in the proper places of your answer sheet. **(Demonstrate on the board)**. The TOEIC has two timed parts:

Listening Comprehension - 100 questions, 45 minutes
Reading Comprehension - 100 questions, 75 minutes

I will now give each of you a test book and answer sheet. Do not open your test book or write on your answer sheet until I instruct you to do so. If you need assistance, please raise your hand and I will help you. **(Hand out the test books and answer sheets)**.

Find the section of the answer sheet marked Identification Number. Write your student ID number **(walk to each student with the roster)**. Below each box, fill in the circle containing the same number. Next, fill in the Special Code **(Write # on the board)** and fill in the circle containing the same number.

Go to the section marked Name. Using one box for each letter, print your last (family/surname) in the first area. Leave a space and print your first name. Below each box, fill in the circle containing the same letter. Leave the sections for birthdate and sex blank.

If you have any questions about the instructions I have given you, please ask me now because once the test begins I cannot answer any questions. **(Pause for Questions)**

You may now open your test books **(announce page number)**. We will now begin the TOEIC. Good Luck! **(Play corresponding test # audio track)**

(After the Listening Section is completed, read the following lines)

We will now begin the reading comprehension section. I must remind you not to write in the test book and mark your answers only on your answer sheet. You have 75 minutes to complete this section. I will keep time on the board for you. Begin now.

(On the board, mark the start time, end time, and remaining time. When time is up, collect all answer sheets and test books).

Part 3: After the Test

When the exam is over, make sure you get all the answer sheets and test books before anyone leaves. **Do not let the students leave without signing the attendance sheet.** Make sure students' names are filled in properly and double check the answer sheet Student ID and Special Code sections to ensure that they are completed correctly with all corresponding bubbles. Check and erase any stray marks before turning in to the administration.

Note: There should not be any stray marks in the book when the teacher has proctored the test correctly. If you find marks in the book, the students may be required to take the test a second time because the test was not administered under standardized conditions.