



TOEFL Primary[®] ***TOEFL Junior***[®] Group Test Administration Manual

Please read the manual before the test day.



IPENmanual201

About This Manual

The Group Test Administrator assumes full responsibility for administration of the test. Accordingly, before administering the test, the Group Test Administrator must read through and fully understand this manual.

This manual describes the specific procedures to be followed by the Group Test Administrator for the preparation and administration of the *TOEFL Primary*® and *TOEFL Junior*® tests.

Light blue fonts and boxes apply to the *TOEFL Primary*® test only.

Green fonts and boxes apply to the *TOEFL Junior*® test only.

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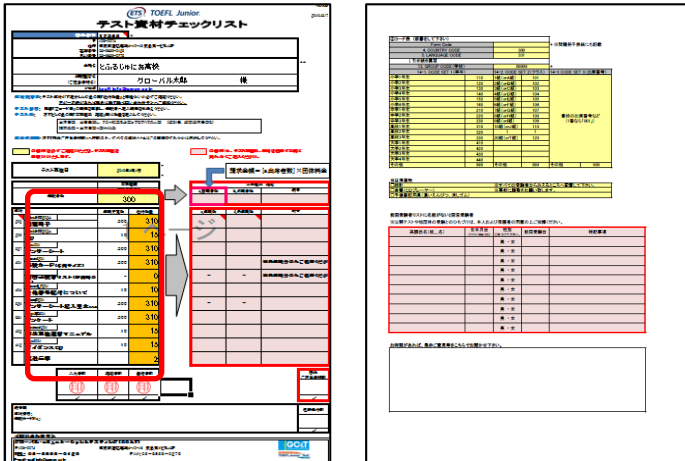
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Checking Test Materials

1. Checking test materials

Be sure to check whether there are missing or defective test materials according to the enclosed Test Materials Checklist, **immediately after you receive them.**

After checking, store them in a locked storage until the test day. Contact Global Communication & Testing (GC&T) swiftly if there are missing or defective test materials.



! Contact GC&T promptly if there are missing or defective test materials.

TEL : 03-6836-0125
(10:00-17:00 on weekdays)
E-mail: toefl_info@kumon.co.jp

2. Content of test materials

Group Test Administration Manual

Test Book

Answer Sheet

Questionnaire

Sample Answer Sheet

Guidance CD

Test Materials Checklist

Listening CD

Confirm that the same code is printed

Return slip

Admission Card

List of Previous Examinees
(at the time of submission of the application only)

Distribute one "Admission Card" to each examinee who is going to take the *TOEFL Primary*® or *TOEFL Junior*® test for the first time. Instruct examinees to fill in the necessary information correctly, and keep the Admission Card at hand even after the test.

The "List of Previous Examinees" includes the examinees who have taken the previous test at your location. If an examinee on the list is scheduled to take the test again, do not distribute the "Admission Card" to him/her, but detach the examinee number from the list and hand it to him/her.

3. Checking test sites/facilities

Setting up the test site

- Ensure that all seats face the same direction (Examinees cannot talk to each other and cannot check their answers with other examinees).
- Ensure that appropriate space is maintained between seats, and that there is a passageway between seats so that the proctor can check each seat periodically.
- Ensure that the bell will not ring, and that no announcements will be made from the speaker. Ensure that the room is uncluttered.

Securing facilities

- Set up audio equipment (CD player) and adjust the volume.
- Keep extra stationery and scratch paper (only when necessary) available for the examinees.
- Set up a clock (at a location where examinees can see it easily).

4. Samples of what is to be written on the blackboard

(See the examples below, and write down the necessary information on a blackboard located at the front of the room.)

TOEFL Primary® Step1 (Step2) test procedure

Schedule

- : ●● Guidance (about 20 minutes)
- : ●● Test time
- : ●● Reading section practice questions (about 3 minutes)
- : ●● Reading section (about 30 minutes)
- : ●● Listening section (about 30 minutes)
- : ●● Questionnaire
- : ●● Scheduled end time

Completing the Answer Sheet

- Test center name:** <<Enter the group name>>
- Test date:** <<Scheduled test date>>
- Form code:** <<See test materials>>
- Group code:** <<See the Test Materials Checklist>>

TOEFL Junior® test procedure

Schedule

- : ●● Guidance (about 20 minutes)
- : ●● Test time
- : ●● Listening section (about 40 minutes)
- : ●● Grammar & Vocabulary section (25 minutes)
- : ●● Reading section (50 minutes)
- : ●● Questionnaire
- : ●● Scheduled end time

Completing the Answer Sheet

- Test center name:** <<Enter the group name>>
- Test date:** <<Scheduled test date>>
- Form code:** <<See test materials>>
- Group code:** <<See the Test Materials Checklist>>

- Examinees are allowed to fill their necessary personal information in their “Answer Sheet” before the day of the test. If they choose to do so, collect their Answer Sheets and store them until the day of the test.
- If there is a change in the “Test Time” due to administrative reasons, change the start/end time on the blackboard as needed (*However, the time originally allotted to complete each test section must be strictly adhered to).

5. Important notes

1. After the test, collect ALL materials except for the “Admission Card” and the “List of Previous Examinees” distributed to examinees.

If there are missing materials to be returned, omissions of information to be entered in the Answer Sheet, etc., examinees’ tests cannot be scored until all materials are collected and necessary information is provided. Results will be posted on the website ten business days after deficiencies are resolved and score reports will be sent 20 business days after deficiencies are resolved. Please be sure to return all materials after confirming that there are no missing materials to be returned and no omissions of information to be entered.

2. Keep time accurately. Even if the test start time changes, the time allotted to complete each test section must be strictly adhered to.
3. Prevent leakage of the test contents.
Ensure that the tests are securely stored to prevent leakage. Pay particular attention so that no confidential matters regarding the tests that you have learned are disclosed to outsiders or third parties.
4. It is important that the test be given in a strict, secure, and fair manner. The proctor is required to read and understand the manual beforehand.
5. **Writing in the test book is allowed.** Examinees can take notes on the sheets of paper they prepare in advance, but all such sheets of paper must be collected after the test.
6. No inquiries about the contents of the test by examinees are allowed.
7. Each section of the test has a time limit. During each time period, examinees are required to work only on the section of the test they are instructed to work on. Examinees are permitted to leave the room for reasons such as feeling unwell and using the bathroom; however, the test time cannot be extended.
8. There are practice questions at the beginning of each section or part. Pay attention so that examinees **fill in circles for practice questions** and that there is no discrepancy between question numbers and corresponding numbers in the Answer Sheet (The practice questions are not scored).

TOEFL Primary®: Begin timing after the proctor first works on several practice questions with the examinees in the Reading section.

About the Guidance CD (whose surface is painted in red) ※Japanese version only

- * The Guidance CD includes voice guidance to enter necessary matters in the Answer Sheet. The proctor can decide whether he/she should use it. Instead of using the Guidance CD, he/she can provide all guidance orally by himself/herself.
- * The CD is divided into three tracks according to the types of tests. Choose the applicable track when using the CD.

Track 1: **TOEFL Primary® Step1**
 Track 2: **TOEFL Primary® Step2**
 Track 3: **TOEFL Junior®**



- * Use the Guidance CD before the test starts. The guidance time is about ten minutes.
- * The content of the Guidance CD is as described on Pages 8-15 of this manual.
- * The Guidance CD provides only guidance for entering necessary matters in the Answer Sheet. After the Guidance CD ends, start the test after the proctor conveys the important notes.
- * After the Guidance CD is used, be sure to replace the CD with the Listening CD in the audio equipment (CD player).

6. Schedule

Please check “Test Procedure” on Page 6 and the schedule listed below beforehand.

Task (TOEFL Primary®)	About 90 minutes
Seating/Guidance: Schedule/important notes, completion of the Answer Sheet (Complete the Answer Sheet together with examinees)	20 minutes
Reading section	About 30 minutes
Listening section	About 30 minutes
Filling out the Questionnaire/collecting test materials	5 minutes

Task (TOEFL Junior®)	About 140 minutes
Seating/Guidance: Schedule/important notes, completion of the Answer Sheet (Complete the Answer Sheet together with examinees)	20 minutes
Listening section	About 40 minutes
Grammar/Vocabulary section	25 minutes
Reading section	50 minutes
Filling out the Questionnaire/collecting test materials	5 minutes

7. Test procedure (TOEFL Primary®)



Task	Scenario
Begin the test	Script “We are now going to begin the <i>TOEFL Primary</i> ® (Step 1/Step 2) test.” <i>* Encircle the test you are going to conduct.</i>
Mobile phone	Script “Please turn off your mobile phone and put it away in your bag. Turn off any alarms on your watch, as they may disturb other examinees.”
<ul style="list-style-type: none"> • Play the Guidance CD if you use it (track 1 for Step 1 and track 2 for Step 2) • Read the script if you do not use the Guidance CD. 	
Explanation about the sections	Script or CD “We are going to begin guidance for <i>TOEFL Primary</i> ® (Step 1/Step 2) tests.” <i>* Encircle the test you are going to conduct.</i> “Now I am going to explain about the tests. Reading and Listening tests will be given in the stated order. <In the case of Step 1> The Reading test consists of 39 questions, and about 30 minutes are allotted to the test. The Listening test consists of 41 questions, and about 30 minutes are allotted. <In the case of Step 2> The Reading test consists of 37 questions, and about 30 minutes are allotted to the test. The Listening test consists of 39 questions, and about 30 minutes are allotted. The time may change slightly depending on the questions of the test. Answer the questions within the time limit in each section. Do not proceed to the next section or return to the previous one unless you are instructed to do so.”
	Script or CD “There are practice questions at the beginning of each section. Be sure to fill in circles for practice questions. Proceed while confirming that the question number corresponds with the number in the Answer Sheet.”
Notes for answers	Script or CD “All questions are three-choice questions, and there is only one correct answer for each question. If you mark more than one answer, the question will be counted as wrong. Even if you cannot answer one of the questions, proceed without stopping there.”
Stationery	Script or CD “In this test, you answer by filling in circles in the mark sheet using a pencil. Raise your hand if you do not have a pencil, mechanical pencil, or eraser. You are not allowed to use a ball-point pen.”
Using the lavatory	Script or CD “Raise your hand if you feel like going to the lavatory or feel unwell during the test. The test time cannot be stopped or extended. As much as possible, go to the lavatory in time periods other than the Listening section.”
Explanation about how to complete the Answer Sheet	Script or CD “Now you are going to complete the Answer Sheet. I will explain entries one by one while we look at the sample Answer Sheet. If you have completed the Answer Sheet, confirm whether you have done so correctly.”
A. Name (in Japanese)	Script or CD “First write your name in Japanese, Kanji or Hiragana, in the square in the top left part of the sheet---‘A’ in the sample Answer Sheet.”

B. Site name (in Japanese)	Script or CD	“Next write the site name in Japanese to the right---‘B’ in the sample Answer Sheet. Write the name of your school or organization.”
C. Test date	Script or CD	“Next write the test date or today’s date under the site name---‘C’ in the sample Answer Sheet.”
D. Form Code	Script or CD	“Next write the form code to the upper right---‘D’ in the sample Answer Sheet.” “Write the form code printed on the test book.”
(1) Name	Script or CD	“Next write your name in the (1) Name section. Enter your given name in the left Given Name section. Enter your family name in the right Family Name section. After finishing doing so, fill in the circles that correspond to the same letters below.”
(2) Student number	Script or CD	“Next write your student number in the (2) Student Number section. Enter the 13-digit number printed on the Admission Card or the List of Examinees from the left. After finishing doing so, fill in the circles that correspond to the same numbers below.”
(3) Date of birth	Script or CD	“Next write your date of birth in the (3) Date of Birth section. First fill in the circle for the month in the left. Write the day and the year. If the date is a one-digit number, add zero before the number. After finishing doing so, fill in the circles that correspond to the same numbers below.”
(4) Gender	Script or CD	“Next fill in a circle for gender in the (4) Gender section. Fill in the circle for “Boy” if you are male for “Girl” if you are female.”
(5) and (6)	Script or CD	“Do not write anything for (5) and (6), and proceed to (7).”
(7) Grade	Script or CD	“Next fill in the circle for your grade, which is printed on the sample Answer Sheet, in the (7) Grade section.”
(8) Number of years you have studied English	Script or CD	“Next proceed to (8). Fill in the circle for the number of years you have studied English up until now. You do not need to fill in any circle if the number of years is zero.”
(9) Number of times you have taken TOEFL Primary test	Script or CD	“Next proceed to (9). Those who have taken the TOEFL Primary Step 1 before should fill in the top circle. Those who have taken Step 2 should fill in the second, and those who have taken both should fill in the third for ‘Both.’ Those who are taking the test today for the first time should fill in the circle for ‘None.’”
(10) Group code	Script or CD	“Next write your group code in the (10) Group Code section. Enter the five-digit number told by the proctor. After finishing doing so, fill in the circles that correspond to the same numbers below.”

(11) Code sets	Script or CD	“Next write your code sets in the (11) Code Sets section. Enter your grade, class number, and attendance number while looking at the sample Answer Sheet. After finishing doing so, fill in the circles that correspond to the same numbers below.”
Confirmation of information entered	Script or CD	“Have you finished filling out the Answer Sheet? Review the sheet so that there are no mistakes or sections left blank. These names and figures will be printed in the score report as they are entered. Raise your hand if you have questions.”
• Stop playing the Guidance CD here if you use the Guidance CD.		
Writing in the test book	Script	“You are allowed to write in the Test Book; however, all Test Books will be collected after the end of the test. Never bring your Test Book back with you.”
Test book seal	Script	“Then, break the Test Book seal. Do not open the Test Book yet.”
		• Instruct examinees to break the seal. The seal is not designed to come off completely.
	Script	“Now we will begin the <i>TOEFL Primary</i> [®] (Step 1 or Step 2) test.” * Encircle the test you are going to conduct.
Reading section	Script	“Open the page for the Reading section. The number of questions is 39 for Step 1 and 37 for Step 2. The time limit is about 30 minutes. You are not allowed to answer the questions for other sections.”
	Script	“Now we are going to work on practice questions together. Try the first question and mark the answer you have chosen.”
		• Monitor the examinees to confirm whether they answer the question correctly.
	Script	“The correct answer is shown under the choices. Did you understand how to answer questions?”
	Script	In the case of Step 1: “Try the second question in the same way and mark the answer you have chosen.” In the case of Step 2: <Begin the Reading section>
	Script	“Now you are going to answer questions in the Reading section within 30 minutes from now. Start.”
		• After the Reading section begins, write the test start time and end time on the blackboard.
	Script	“You have ten minutes left to complete the section” (when it is ten minutes before the end time written on the blackboard).
	Script	“ It is (time) now. This is the end of the Reading section.” “From now on, do not enter answers for the Reading section.”
Listening section	Script	“Now we will begin the Listening section.”

Listening section	Script	“The CD will be played now. Tone, volume, and clarity have been checked. If you have difficulty hearing, raise your hand.”
		<ul style="list-style-type: none"> • Play the Listening CD. • Go to the examinee who raised his/her hand and address the situation. Unless circumstances are extreme, continue the test.
	Script	“Now we will begin the Listening section. Please open the Listening section page.”
		<ul style="list-style-type: none"> • When the CD starts playing, “This is the listening section of the <i>TOEFL Primary</i>®...,” the proctor moves to a place where he/she can look over the classroom and starts monitoring examinees. Try not to walk around while the listening test plays. • The Listening section comes to an end with the recording script: “Stop! You have finished the Listening section.”
	Script	“Now you have finished the Listening section. Close your Test Book and stop filling in your Answer Sheet.”
Filling out the questionnaire	Script	“Finally, please answer the Questionnaire, which will take about five minutes. I will collect your Answer Sheet while you are answering the Questionnaire.”
Collection of test materials and final check		<ul style="list-style-type: none"> • Collect Answer Sheets, Test Books, and Sample Answer Sheets and count them. <u>Collect everything except the Admission Card and the List of Previous Examinees.</u>
	Script	“Has everyone filled out the Questionnaire?”
	Script	“Now I will collect the Questionnaire. Pass down your questionnaires from the end of your row.”
		<ul style="list-style-type: none"> • After you collect all test materials and count them, thank and dismiss the examinees.
Dismissing	Script	“You have completed the test schedule today. Keep you Admission Card (or the stub detached from the list) in a safe place.”
		<ul style="list-style-type: none"> • Make an announcement on the test score record as needed.

8. Test procedure (TOEFL Junior®)



Task	Scenario
Begin the test	Script “We are going to begin the <i>TOEFL Junior</i> ® Standard test.”
Mobile phone	Script “Please turn off your mobile phone and put it away in your bag. Turn off any alarms on your watch, as they may disturb other examinees.”
<ul style="list-style-type: none"> • Play the Guidance CD if you use it (track 3) • Read the script if you do not use the Guidance CD. 	
Explanation about the sections	Script or CD <p>“We are going to begin guidance for <i>TOEFL Junior</i>® Standard test.” “Now we are going to explain about matters to note in the tests. The Listening section consists of 42 questions, and about 40 minutes are allotted to the section. The Grammar/Vocabulary section consists of 42 questions, and about 25 minutes are allotted. The Reading section consists of 42 questions, and about 50 minutes are allotted.</p> <p>Answer the questions within the time limit in each section. Do not proceed to the next section or return to the previous one unless you are instructed to do so.”</p>
Matters to note when answering	Script or CD “All questions are multiple-choice questions. There is only one correct answer for each question. If you mark more than one answer, that question will be counted as wrong. Even if there is a question you cannot answer, proceed without stopping there.”
Stationery	Script or CD “Answer each question by filling in circles in the mark sheet. Raise your hand if you do not have a pencil, mechanical pen, or eraser. You are not allowed to use a ball-point pen.”
Using the lavatory	Script or CD “Raise your hand if you feel like going to the lavatory or feel unwell during the test. The test time cannot be stopped or extended. As much as possible, go to the lavatory in time periods other than the Listening section.”
Explanation about how to complete the Answer Sheet	Script or CD “Now you are going to fill in your Answer Sheet. I will explain entries one by one while we look at the sample Answer Sheet. If you have completed the Answer Sheet, confirm whether you have done so correctly.”
Name (in Japanese)	Script or CD “First write your name in Japanese, Kanji or Hiragana, in the Your Name section at the top left.”
Site name (in Japanese)	Script or CD “Next write the name of your school or organization.”
Test date	Script or CD “Then write the test date in the order of year, month, and day.”
Form Code	Script or CD “Write the Form Code.”

(1) Name	Script or CD	“Next enter your name in the (1) Name section. Write your name from the left in English with one space between your family and given names. After finishing doing so, fill in circles that correspond to the same letters.”
(2) Student number	Script or CD	“Next enter your student number in the (2) Student Number section. Your student number is found on your Admission Card or list distributed to you. Enter the 13-digit student number justified to the left and fill in the corresponding circle beneath each number.”
(3) Date of birth	Script or CD	“Next enter your date of birth in the (3) Date of Birth section. Write it in eight digits as shown in the sample Answer Sheet. If the month or day is a one-digit number, add zero before it. After finishing doing so, fill in the corresponding circle beneath each number.”
(4)(5) (6) Gender	Script or CD	“Do not enter anything in (4) and (5). Mark your gender in (6). Choose FEMALE for women and MALE for men.”
(7) Grade	Script or CD	“Next proceed to (7). Mark your grade while looking at the sample Answer Sheet.”
(8) Number of TOEFL Junior tests you have taken	Script or CD	“Next proceed to (8). Fill in the circle that corresponds to the number of <i>TOEFL Junior</i> ® Standard tests you have taken.”
(9) Number of years you have studied English at school	Script or CD	“Next proceed to (9). Fill in the circle that corresponds to the number of years you have studied English at school. If the number is less than one, you do not need to mark.”
(10) Hours of English classes per week	Script or CD	“Next proceed to (10). Fill in the circle that corresponds to the number of hours of English classes per week. If the number is less than one, you do not need to mark.”
(11) Hours of studying English outside of school per week	Script or CD	“Next proceed to (11). Fill in the circle that corresponds to the number of hours of studying English outside of school per week.”
(12) Experience of living in English-speaking countries	Script or CD	“Next proceed to (12). If you have lived in English-speaking countries in the past, fill in the circle that corresponds to the period of time listed below.”
Confirmation → To the back	Script or CD	“Please review your Answer Sheet to check whether there are omissions or circles left unfilled. Turn the sheet over.”
(13) Group code	Script or CD	“Next you will enter your group code in the (13) Group Code section. Write the 5-digit number told by the proctor. After finishing doing so, fill in the corresponding circle beneath each number.”

(14) Code sets	Script or CD	“Next you will enter your code sets in the (14) Code Sets section. Write your grade, class number, and attendance number while looking at the sample Answer Sheet. After finishing doing so, fill in the corresponding circle beneath each number.”
Confirmation of information entered	Script or CD	“Have you filled out your Answer Sheet completely? Are there any omissions of information to be entered and circles left unfilled? All information you have entered will be printed on the score report as it is. Check the sheet again. Raise your hand if you have questions.”
<p>• Stop playing the Guidance CD here if you use the Guidance CD.</p>		
Writing in the Test Book	Script	“You are allowed to write in the Test Book. But never bring the Test Book back with you, because it will be collected after the test ends.”
Answering practice questions	Script	“There are answer spaces for practice questions, too. Try to answer all of them as much as possible, and when you fill in circles, be sure to confirm that the question number corresponds with the number in the Answer Sheet.”
Test Book seal	Script	“Now you can break the seal of your Test Book. Do not open the Test Book yet.”
		<ul style="list-style-type: none"> • Instruct to break the seal. The seal is not designed to come off completely.
Listening section	Script	“Now we will begin the <i>TOEFL Junior</i> ® test. The first section is listening.”
	Script	“The CD will be played now. Tone, volume, and clarity have been checked. If you have difficulty hearing, raise your hand.”
		<p>• Play the Listening CD.</p> <ul style="list-style-type: none"> • Go to the examinee who raised his/her hand and address the situation. Unless circumstances are extreme, continue the test. • When the CD starts playing, “This is the listening section of the TOEFL Junior Test form ●●●.... Raise your hand if you cannot hear my voice clearly. Now turn to page 3 in your test book,” start monitoring the room as needed.
		<ul style="list-style-type: none"> • The Listening section comes to an end with the recording script: “STOP! This is the end of the listening section.”
	Script	“You have now finished the Listening section.”
Grammar/Vocabulary section	Script	“We will move on to the Grammar/Vocabulary section. There are 42 questions, and the time limit is 25 minutes. You are not allowed to work on the other sections. The end time is ●●●, which you can check on the clock in this room. Begin now.”
		<ul style="list-style-type: none"> • Write down the start and end time of the Grammar/Vocabulary section on the blackboard.
	Script	(At 10 minutes before the end time) “You have 10 minutes to complete the section.”
	Script	“Now it is ●●● (time). This is the end of the Grammar/Vocabulary section.”

Reading section	Script	“We will move on to the Reading section. There are 42 questions, and the time limit is 50 minutes. You are not allowed to work on the other sections. The end time is ●●●, which you can check on the clock in this room. Begin now.”
		• Write down the start and end time of the Reading section on the blackboard.
	Script	(At 10 minutes before the end time) “You have 10 minutes to complete the section.”
Filling out the Questionnaire	Script	“Now it is ●●● (time). This is the end of the Reading section.” “You have completed the test. You are not allowed to continue filling in your Answer Sheet.”
	Script	“Finally, please answer the Questionnaire, which will take about five minutes. I will collect your Answer Sheet while you are answering the Questionnaire.”
Collection of test materials and final check		• Collect the Answer Sheets, Test Books, and Sample Answer Sheets and count them. <u>Collect everything except for the Admission Card and the List of Previous Examinees.</u>
	Script	“Has everyone filled out the Questionnaire?”
	Script	“Now I will collect the Questionnaire. Pass down your Questionnaires from the end of your row.”
		• After you collect all test materials and count them, thank and dismiss the examinees.
Dismissing	Script	“You have completed the test schedule for today. Keep your Admission Card (or the stub detached from the list) in a safe place.”
		• Make an announcement on the test score record as needed.

After the test

9. Returning test materials

Fill in the number of attendees as well as the status of use of materials and their number in the Test Materials Checklist.

Return all materials except the Admission Card and the List of Previous Examinees, using the enclosed cash-on-delivery slip (including scratch paper, etc.)

Important points to be fully confirmed:

- Deficient student numbers: omissions and marking mistakes
- Deficient dates of birth: omissions and marking the test date rather than the date of birth

10. Reporting test results and issuing invoices

[Approximately ten business days after test materials have been returned]

A list of scores for all examinees can be viewed through the TOEFL® Group Test Internet Service (<https://mypage.gc-t.jp/login/index>).

My Page, which allows examinees to confirm their score, can also be viewed from the same day. Provide this information to all examinees. Instructions for viewing test results are printed on the back of the Admission Card.

[Approximately 20 business days after test materials have been returned]

Examinees' score reports will be sent to the respective organizations of examinees. Please return the reports to your students.

An invoice will be **separately sent within several days of the sending of score reports** or enclosed with the score reports. Please pay the indicated amount to the designated bank account by the due date.

Discrepancies in material counts or incomplete information on the front page of the Answer Sheets may result in delayed scoring. GC&T will not be able to score tests until all materials have been returned and all information has been received, and this could cause delays of ten to 20 days for notification of test results. Please be sure to check whether there are deficiencies or omissions before returning materials.

11. Problematic acts and unexpected situations during the test

In case of violations of the “Important notes” on page 6 or upon the occurrence of unexpected events, including the cases described below, provide a detailed description of the situation(s) and the manner in which they were handled on the Irregularity Report Form found on page 20. In some circumstances, the test of an individual examinee or the tests of all examinees may be invalidated due to violations.

Q: There was noise or the CD jumped during the listening test.

A: Play the CD again from the beginning of the track (question) number where the problem occurred.

(If the CD skipped, use the extra CD)

Describe the situation on the Irregularity Report Form in detail.

Q: I found some defective materials on the day of the test.

A: [If the situation can be handled with the additional materials enclosed in the carton] Exchange them for the additional materials, and continue the test. Add time commensurate to the amount of time used for handling the situation to the test time.

[If the situation cannot be handled with the additional materials enclosed in the carton] Stop testing of the section of the defect and describe the situation on the Irregularity Report Form in detail.

Q: I spotted cheating by an examinee.

A: Tell the examinee to leave the room and collect his/her test materials. Make sure to report the incident to GC&T.

The examinee’s test will become invalid and will not be scored.

Q: An examinee was working on the wrong test section.

A: Turn to the correct page of the test and instruct the examinee not to work on other sections.

Blank page with horizontal dashed lines for writing.

Irregularity Report Form

Time of occurrence/range of impact	Irregularity in detail	Handling
<u>Time:</u> <u>Number of people involved:</u> Name(s) of examinee(s):		
<u>Time:</u> <u>Number of people involved:</u> Name(s) of examinee(s):		
<u>Time:</u> <u>Number of people involved:</u> Name(s) of examinee(s):		
<u>Time:</u> <u>Number of people involved:</u> Name(s) of examinee(s):		

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