

TOEIC® Listening & Reading Secure Program Examinee Guide

Thank you very much for taking the TOEIC Listening & Reading Test (hereinafter referred to as TOEIC L&R). Please note the points listed below before, during, and after the test.

■ Test day schedule

*Check the locations of emergency exits in advance.

Time *AM/PM	Details	Notes
9:25～ 9:55/ 14:05～ 14:35	Check-in time	• Be sure to use the restroom and finish other preparations by 9:55/14:35. • Please see Pages 2 and 3 and start to fill out Side A of the answer sheet with a black pencil (or mechanical pencil).
9:55～ 10:20/ 14:35～ 15:00	Test explanations Listening audio check	• There will be no break after 9:55/14:35. You will not be permitted to leave the test room after 9:55/14:35. • After 9:55/14:35, you may not use mobile phones or other electronic devices. • Inform the proctor if you feel unwell.
10:20～ 12:20/ 15:00～ 17:00	Test Listening (approximately 45 minutes, 100 questions) Reading (75 minutes, 100 questions)	• Depending on the questions, the length of the Listening Section may vary by several minutes. • Please see the blackboard/whiteboard in the testing room for what time the test ends.
12:20～ 12:35/ 17:00～ 17:15	Collection of test books and answer sheets	• Do not exit the testing room until instructed to do so by the proctor.


■ What you should know before the test ■

- You will not be allowed to drink any fluid at the desk after the test book is distributed.
- The proctor may walk around the testing room during the test.
- Raise your hand and inform the proctor if you notice anything out of the ordinary during the test.
- Take your belongings and any garbage with you when leaving the testing room.
- In case of emergencies, please follow the proctor's instructions.


Engaging in any of the prohibited acts indicated below may result in the following measures :

- Caution or warning from the proctor
- Dismissal from the testing room
- Checking of your belongings
- Your answers not being scored
- Disqualification from the test
- Cancellation of your score


Prohibited acts




**Taking photographs,
recording audio or video,
or copying test contents**



**Taking test books
or answer sheets
with you**



**Writing outside of the designated
space of the answer sheet**
(including marking in the test book)



**Eating inside
the testing room**
(including gum and candy)

**Revealing test questions
to others**

**Receiving assistance
during the test**

**Looking at or answering
questions before the start
or after the end of the test**

**Looking ahead to or answering
questions in the Reading Section
during testing for
the Listening Section**

**Participation in any form
of cheating**

**Using electronic devices
such as mobile phones
or wearable devices**
(after 9:55/14:35)

**Committing acts of violence,
damaging property or
acts of causing trouble
to other examinees**

■ Changing registered information (address, telephone number, name, etc.) and the destination for sending test results for today's Secure Program test

You will need to follow certain procedures to change your information (e.g., address, phone number, name) registered for the Secure Program test you are taking today and to change the address where your test score will be sent. Please check the official TOEIC website for details. Please ask a proctor if you have any questions.

■ Notification of test results

Test results will be sent in the form of an Official Score Certificate to the test taker in a sealed envelope marked as confidential within 30 days after the test. (Test results may be sent to a group instead if the test is taken based on a group application.)

<If you do not receive your test results>

If you do not receive an Official Score Certificate within 35 days of the test date, please contact the IIBC Test Operation Center (03-5521-6033) **within 65 days after the test date**. (Note that the Center will verify your identity when you call.) Any notice of an undelivered certificate submitted more than 65 days after the test date will be considered a request for reissue and will require payment of a fee to reissue the certificate.

If you have applied online



The Institute for International Business Communication

[IIBC Test Operation Center] 〒100-0014 Sanno Grand Building, 2-14-2 Nagata-cho, Chiyoda-ku, Tokyo

TEL (03) 5521-6033 [10 : 00 - 17 : 00 (Excluding Saturdays, Sundays, public holidays and the year-end through New Year holidays.)]

TOEIC Official Website <https://www.iibc-global.org/toEIC/>

[Nagoya Branch] TEL (052) 220-0286

[Osaka Branch] TEL (06) 6258-0224

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How to Complete Side A of the Answer Sheet

Notes on marking the answer sheet

* If the answer sheet is not marked correctly,
we may not be able to send your Official Score Certificate.
Please be sure to mark the answer sheet correctly.

- The answer sheet is read by machine. Please refer to the sample below and mark the answer sheet correctly.
Correct ● **Incorrect** ○ ✕ ● ○
- Please use an HB pencil (or HB mechanical pencil) to mark your answers. The machine cannot read answers marked using a ball-point pen or felt pen.
- If you change an answer, erase the marked answer completely and wipe away any eraser debris.

Questions **1** - **6** must be marked. Response data will be used for test administration and management. The data obtained from the responses to sections **7** through **11** are statistically processed, stripped of all personal identifiers, and used for several purposes: e.g., the identification of the TOEIC Listening & Reading Test (hereinafter referred to as TOEIC L&R) utilization, improvement of the TOEIC Program, and creation of materials for English learning. Thank you very much for your understanding, and we ask for your cooperation with sections **7** through **11** in order to improve our service quality. If you applied for the TOEIC L&R through an institution or company (a group code is printed on your admission ticket), the test results and the data for your responses given to sections **2**, **4**, **5**, and **6** are reported to your institution or company upon its request. Rules concerning the purpose for collecting personal data, the provision of personal data to third parties, outsourcing of personal data processing, and disclosure of personal data are written in the examinee guide in Japanese, which is posted on the TOEIC Official Web site.

2 Registration number

Write and mark your eight-digit registration number.

TOEIC® Listening & Reading 公開テスト受験票 (ADMISSION TICKET)

料金別納郵便

重要

一般財団法人 国際ビジネスコミュニケーション協会
〒100-0014 東京都千代田区有明2-1-1 有明コロシアムビル
TEL 03-5531-6033 FAX 03-5531-6034
TOEIC® Listening & Reading 公開テスト受験票 (ADMISSION TICKET)

第×× 回×××× 年×× 月×× 日
受験番号 (REGISTRATION NUMBER) 団体コード (COMPANY CODE)
×××××××× ××××××××
ローマ字姓名 (ROMAN ALPHABET)
××××××××

3 Sex

Mark your sex.

4 Date of birth

Write and mark your date of birth.

TOEIC®
Listening & Reading
解答用紙 A 面

2 受験番号
REGISTRATION No.
1 0 1 2 3 4 5 9

3 性別
SEX
男性 ○
女性 ●

4 生年月日 (西暦)
(BIRTH) YEAR MONTH DAY
1 9 8 5 0 5 0 1

※マークに誤りがあると公式認定証を交付できない可能性があります。正しくマークしてください。
マークをするときの注意
1. 解答用紙はすべて機械で読み取ります。正しくマークしてください。
良い例 ● 悪い例 ○ ✕ ● ○
2. HBの黒鉛筆 (シャープペン) を使ってしっかりと塗りつぶしてください。
ボールペンやサインペンで記入された場合は読み取れません。
3. 答えを直す場合は消しゴムできれいに消し、消しきずはきれいに塗り除いてください。

5 氏名 (ローマ字で姓 □ 名 □ ミドルイニシャルの順序)
NAME (LAST □ FIRST □ MIDDLE INITIAL)
KOKUSAI HANAKO

1 Name

Write your name. On the reverse side of the answer sheet, write your name and registration number in the space provided.

公開テスト用
フリガナ コクサイ ハナコ
NAME 氏名 国際 花子

6 団体コード
COMPANY CODE
0 4 6 1 3 2

7 学校・学歴
EDUCATIONAL BACKGROUND
小学校 ○ 1 年在学 ○
中学校 ○ 2 年在学 ○
高校 ○ 3 年在学 ○
短大 ○ 4 年在学 ○
大学 ○ 5 年在学 ○
大学院 ○ 6 年在学 ○
専門学校 ○ 卒 ○
その他 ○

5 Name in Roman alphabet

Example: KOKUSAI HANAKO → KOKUSAI□HANAKO

Referring to **2** Registration number, enter your name in the Roman alphabet as printed on your admission ticket. Below each box, mark the oval containing the same letter as written above. Leave one box blank between names.
* If you do not have your admission ticket, enter your name in the Roman alphabet as registered.
* If your name is too long to fit in the spaces provided, enter your name in the Roman alphabet as shown in the first line on the admission ticket.
* If your name contains a hyphen or other non-alphabetical character, leave the box corresponding to the hyphen or other non-alphabetical character blank.

6 Company code

Write and mark the company code if it is printed on your admission ticket.

7 Educational background

Choose either the level of education in which you are currently enrolled or the highest level that you have completed.

Elementary school (primary school)	Year 1	○
General secondary school (junior high school)	Year 2	○
Secondary school for university entrance qualification or equivalent (high school)	Year 3	○
Vocational/technical high school	Year 4	○
Community/junior college (for associate degree)	Year 5	○
Undergraduate college or university (for bachelor's degree)	Year 6	○
Graduate or professional school (for master's or doctoral degree)	Year 7	○
Language institution	Graduated	○
Vocational/technical school after high school	Other	○

8 Academic major

Choose the major that you are currently enrolled in or the major of your highest degree.
(The majors shown in parentheses are examples only.)

- A. Liberal arts (education, fine arts, languages, literature, music, psychology)
- B. Social studies/law (international studies, law studies, political science, sociology)
- C. Accounting/business/economics/finance/marketing/trading
- D. Sciences (agriculture, computer science, mathematics, physics, statistics)
- E. Health (medicine, nursing, pharmacy, public health)
- F. Engineering/architecture
- G. Other/none

9 Employment background

- Which of the following best describes your current status?
A. I am employed full-time (including self-employed).
B. I am employed part-time and/or study part-time.
C. I am not employed. (Skip to Question **10**.)
D. I am a full-time student. (Skip to Question **10**.)
- If you are currently employed, which sector best describes that of your current employer?
If you teach, please choose one option from 41 to 49.

01. Agriculture	14. Shipbuilding	27. Mass media	40. Self defense force
02. Mining	15. Vehicles	28. Telecommunication	41. Primary school teacher
03. Construction	16. Precision machinery	29. Hospital/health/medical research	42. Junior high school teacher
04. Foods	17. Other manufacturing	30. Hotel/traveling/recreation/restaurant	43. High school teacher
05. Textile & paper	18. Trading	31. Information/system development	44. Vocational high school teacher
06. Chemicals	19. Retail	32. Clothing	45. Junior college teacher
07. Pharmaceuticals	20. Wholesale	33. Other service	46. University teacher
08. Oil	21. Banking	34. National government	47. Graduate school teacher
09. Glass/cement	22. Security	35. Prefectural government	48. Language school teacher
10. Steel	23. Insurance	36. Local government	49. Other school teacher
11. Non-ferrous	24. Real estate	37. Public organization	50. Other
12. Machinery	25. Transportation	38. Private organization	
13. Electrical	26. Electric power/gas	39. International organization	
- If you are currently employed, which of the following best describes the type of job you do?

01. Management	05. Planning	09. Sales	13. Operations	17. Legal affairs
02. Administration	06. Overseas	10. Engineering	14. Public relations	18. Financial affairs
03. Finance	07. Purchasing	11. Production	15. Marketing	19. Training
04. Personnel	08. Business operation	12. Research	16. System engineer	
- If you are currently employed, which of the following best describes the position of job you do?
A. Director
B. General manager
C. Manager
D. Assistant manager
E. Others
F. Temporary worker

10 English-language experience

- How many years have you spent studying English?
A. Less than or equal to 4 years
B. More than 4 years but less than or equal to 6 years
C. More than 6 years but less than or equal to 10 years
D. More than 10 years
- Which of the following language skills are/were most emphasized?
A. Listening
B. Reading
C. Speaking
D. Writing
E. Listening and speaking
F. Reading and writing
G. Listening, reading, speaking, and writing
- How much time must you use English in your daily life?
A. None at all
B. 1 to 10%
C. 11 to 20%
D. 21 to 50%
E. 51 to 100%
- Which of the following English-language skills do you use most often?
A. Listening
B. Reading
C. Speaking
D. Writing
E. Listening and speaking
F. Reading and writing
G. Listening, reading, speaking, and writing
- How often has difficulty with English affected your ability to communicate?
A. Almost never
B. Seldom
C. Sometimes
D. Frequently
E. Almost always
- Have you ever lived in a country in which English is the main spoken language?
A. No (Skip to Question **11**.)
B. Yes, for less than 6 months
C. Yes, for 6 to 12 months
D. Yes, for more than 1 but less than or equal to 2 years
E. Yes, for more than 2 years
- What was your main purpose for living in a country in which English is the main spoken language?
A. To study (in other than an English-language program)
B. To participate in an English-language program
C. To travel (not work related)
D. To work
E. Other

11 Experience in taking the TOEIC L&R

- Before today, how many times have you taken the TOEIC L&R?
A. Never
B. Once
C. Twice
D. Three times or more
- What is your main purpose for taking today's TOEIC L&R?
A. For a job application
B. For promotion
C. To assess the effectiveness of an English-language program
D. To assess future learning needs
E. To graduate from a course of study
- If you have taken the TOEIC L&R IP Test in your office, at your school, etc. before, please mark the time you took it.
* If you have taken the test multiple times, please select the time of the most recent sitting.
The IP Test is conducted on the date and at the location determined by each school, corporation or organization.
A. Within the last month
B. Within the last 6 months
C. Within the last year
D. More than a year ago
E. I have never taken the TOEIC L&R IP Test.

About marking answers on Side B of the answer sheet

Your TOEIC® Listening & Reading score will be based on the number of questions you answer correctly. There is no penalty for guessing. Pay close attention to the time, especially during the Reading Section of the test, and attempt to answer every question.