

# TOEIC<sup>®</sup> Speaking and Writing Tests (IP: Institutional Program)

## Application Guidance

The Institute for International Business Communication  
TOEIC Steering Committee

# TOEIC® Speaking and Writing Tests

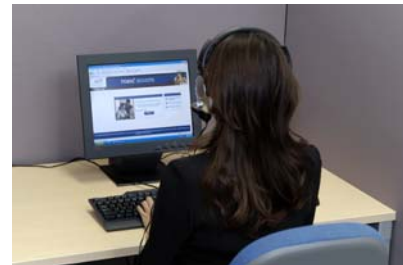
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The TOEIC® Speaking and Writing Tests, hereinafter referred to as the SW Tests, which are delivered through the Internet and/or a local area network, are valid assessments of a person's ability to speak and write in English in the workplace.

They have been added to the TOEIC product line to complement the TOEIC® Listening and Reading test. Together, they provide a reliable measurement of all four English-language communication skills.

The SW Test is administered through two programs: the Institutional Program (IP) test and the Secure Program (SP) test. The SW IP Test is conducted on the date and at the location determined by each school, corporation or organization while the SW SP Test is conducted on a date and at location designated by the TOEIC Steering Committee.

Furthermore, there are two options for the SW IP Test: Test Center Administration and Mobile Administration.



# TOEIC® Speaking and Writing Tests

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Details of Test Administration for the SP test:

Frequency of test administration	24 times per year (Once per month, on Saturday or Sunday, in the morning and afternoon)
Test sites	Scheduled to be administered in major metropolitan centers nationwide (e.g. Tokyo, Nagoya, and Osaka)
Test fee and payment	9,975 yen (including tax) Credit card payment or Convenience store payment
Registration	Internet registration only

We also have Group Applications for the SP test, which is intended for groups such as a company, school or organization. Please contact us for more details.

# TOEIC® Speaking and Writing Tests

Details of Test Administration for the IP test:

Frequency of test administration	You can select any day as the test day other than Sundays, national holidays and the year-end and new year holidays.
Test sites	<p>1) Test Center Administration Candidates are required to come to the IIBC Test Center</p> <p>2) Mobile Administration Candidates take the SW IP test at sites designated by your organization</p>
Test fee and payment	<p>TOEIC Speaking and Writing Tests: 8,800 yen (including tax) TOEIC Speaking Test: 6,000 yen (including tax) TOEIC Writing Test: 6,000 yen (including tax)</p> <p>Test fees are charged for the actual number of candidates who sit for the test. Please pay the amount due stated on invoice by the end of the month following the invoice date sent with test results.</p>
Registration	Only available via the Internet, through the website “TOEIC Dantai Internet Service”.

The IP test is intended for groups such as a company, school or organization.

# Application Guidance for Test Center Administration

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Administration of the SW IP Test at the IIBC Test Center, located at Nagata-cho, Chiyoda-ku, Tokyo. You can choose a test schedule from the following options excluding Sundays, national holidays and during the year-end and new year holidays:

Weekday: 4 times a day 10:00 13:30 16:00 18:30

Saturday: 2 times a day 10:00 13:30

## STEP1

Access the “TOEIC Dantai Internet Service” website and login to the TOEIC SW IP Test menu. Be sure to apply at least 15 business days prior to the Test Day.

## STEP2

Click on “Test Center Administration”.

## STEP3

Click on the test type you wish to administer from the following options: TOEIC Speaking and Writing Tests, TOEIC Speaking Test, or TOEIC Writing Test. You can confirm the availability of the test schedule on the screen.

## STEP4

Enter the number of test takers, detailed information of the person in charge of the application, and how you would like to receive test results. The TOEIC Steering Committee will call you to confirm the details of your application. Your application will be finalized when you receive an e-mail confirming the details of the administration. Please inform test takers of the details such as the pre-instruction time and test sites described in the e-mail. Also, please prepare a candidate list using the format provided and send it back to the TOEIC Steering Committee.

-All candidates must have an approved form of ID with a photograph for admission to the IIBC Test Center.

-Candidates of your organization might take the SW IP Test with candidates of other organizations in the same test room, since other organizations may apply to take the test at the same scheduled time. It is also possible that candidates of the same organization take the test in different test rooms.

# Application Guidance for Mobile Administration

Administration of the SW IP Test at designated test sites using laptop PCs sent from the TOEIC Steering Committee.

You can select the test day as you wish, excluding Sundays, national holidays and during the year-end and new year holidays:

## STEP1

If you wish to administer the SW IP Test using a test room at your organization for the first time, please register your test site before applying to the SW IP Test. For registration, access the “TOEIC Dantai Internet Service” website. You can also contact the TOEIC Steering Committee by phone or by fax.

## STEP2

TOEIC Steering Committee staff will visit the test room to confirm the suitability of the testing environment. The confirmation process includes the following:

- Number of available wall outlets
- Supply of 20-Ampere breakers\*<sup>1</sup>
- Accommodations
- Layout information
- Usability of wireless LAN\*<sup>2</sup>
- Storage location for test materials

\*1: Please note that the electricity cost necessary to administer the SW IP Test will be borne by your organization.

\*2: In cases where you wish to administer the SW IP Test using a wireless LAN.

After the TOEIC Steering Committee completes the registration of your test site, you will then be able to make an application via the TOEIC Dantai Internet Service.

## STEP3

Access the “TOEIC Dantai Internet Service” and login to the TOEIC SW IP Test menu. Be sure to apply at least 15 business days prior to the Test Day. Click to choose “Mobile Administration”.

From the list of registered sites for your organization, click to choose a test room you wish to use.

## STEP4

For the selected test site, please enter the following information: the test type you wish to administer (TOEIC Speaking and Writing Tests, TOEIC Speaking Test, or TOEIC Writing Test), the preferred date and time, the number of test takers, and detailed information of the person in charge of application and how you would like to receive test results.

The TOEIC Steering Committee will confirm the availability of test materials, and then call you to confirm the details of application. Your application will be finalized when you receive an e-mail confirming the details of the administration. Test materials are delivered to the designated address by the first business day prior to the test day.

# Test Results #1: Score Roster

## Score Roster

You can download the Score Roster as a PDF file from the TOEIC Dantai Internet Service website. When you apply for the SW IP Test, the two copies of the score roster are provided – one sorted by either registration number or by name and the second sorted by score. You can select how you would like the data grouped from the four options below:

- All test takers
- Organized by Group Codes
- Organized by Test Types (SW, S-only and/or W-only)
- Organized by Test Administration date and time

The screenshot shows a TOEIC Score Roster for the test date 2008/07/01 - 2008/07/04, administered at THE INSTITUTE FOR INTERNATIONAL BUSINESS COMMUNICATION. The roster lists 17 test takers with their scores in Speaking and Writing sections. Callout boxes provide the following information:

- Test Administration Dates:** 2008/07/01 - 2008/07/04
- Institution Name:** THE INSTITUTE FOR INTERNATIONAL BUSINESS COMMUNICATION
- Speaking and Writing Scores:** Scores for Speaking (Scaled Score, Proficiency Level, Pronunciation Level, Intonation and Stress Level) and Writing (Scaled Score, Proficiency Level).
- Group code (optional, input by candidate):** Available to manage scores by groups such as department or grade.
- Proficiency Levels are shown in 8 levels for TOEIC Speaking Test and 9 levels for TOEIC Writing Test, based upon the score of each test taker**
- Test takers shown in alphabetic order:** The names are listed in ascending order.
- Registration Number (optional, input by test taker):** The REG NUMBER column.
- Test taker names are shown as typed into the PC by the candidate:** The NAME (LAST, FIRST) column.
- For TOEIC Speaking Test, "Pronunciation" and "Intonation and Stress" are evaluated in 3 levels:** The Pronunciation Level and Intonation and Stress Level columns.

TEST DATE	TEST TIME	TEST TYPE	REG NUMBER	NAME (LAST, FIRST)	DATE OF BIRTH	SPEAKING				WRITING		GROUP CODE	AD. ID	
						Scaled Score*	Proficiency Levels	Pronunciation Levels	Intonation and Stress Levels	Scaled Score*	Proficiency Levels*			
1	2008/07/01	1000	SSAW	1000025003	ADACHI HARUKA	1948/01/02	110	5	1	2	120	8	2010	04
2	2008/07/04	1830	W	1000025131	BABA JUNKO	1967/06/27	--	--	--	--	120	8	1960	06
3	2008/07/02	1500	S	1000025186	ETO HOSHIERO	1971/07/03	120	5	2	2	--	--	--	05
4	2008/07/01	1000	SSAW	1000025015	HIGASHI-SHARA YOSHINOBU	1948/02/18	100	8	3	3	180	8	2010	04
5	2008/07/04	1830	W	1000025142	ISHIBASHI TETSUYA	1969/05/22	--	--	--	--	90	5	1400	06
6	2008/07/01	1000	SSAW	1000025039	KATAYAMA SHINICHIRO	1978/05/03	100	4	1	1	110	8	2010	06
7	2008/07/04	1830	W	1000025186	MATSUOKA SHIGEKI	1974/06/22	--	--	--	--	120	8	1400	06
8	2008/07/01	1000	SSAW	1000025027	MUKAI KAZUSHIGE	1945/05/03	90	--	1	1	80	--	2010	06
9	2008/07/02	1000	SSAW	1000025044	NAKAJIMA AYUMI	1986/12/01	170	7	2	2	180	7	2010	05
10	2008/07/02	1500	S	1000025076	OKADA SACHIKO	1988/07/19	130	6	2	1	--	--	1400	04
11	2008/07/02	1500	S	1000025088	SAKAMOTO SHIZUKA	1989/10/17	200	8	3	2	--	--	1100	04
12	2008/07/02	1500	S	1000025092	SUZUKI NOZOME	1982/06/10	70	3	2	2	--	--	1100	04
13	2008/07/01	1000	SSAW	1000025092	SUZUKI OSAMU	1972/07/25	140	6	2	2	140	7	2010	05
14	2008/07/02	1500	S	1000025118	TOMITA MITSUKI	1974/04/17	130	6	1	1	--	--	1100	04
15	2008/07/04	1830	W	1000025124	YAMAMOTO ATSUSHI	1953/10/18	--	--	--	--	130	6	1400	06
16	2008/07/01	1000	SSAW	1000025126	YAMADA NORIKO	1975/11/21	--	--	--	--	170	8	1400	06
17	2008/07/01	1000	SSAW	1000025040	YOSHIOKA TOMOKO	1983/07/17	180	7	2	3	180	8	2010	04

NO. OF EXAMINEES AND MEAN SCORES: 17 / 132.5 / 138.0

Note: Design and format are subject to change.

# Test Results #2: Score Report

## Score Report

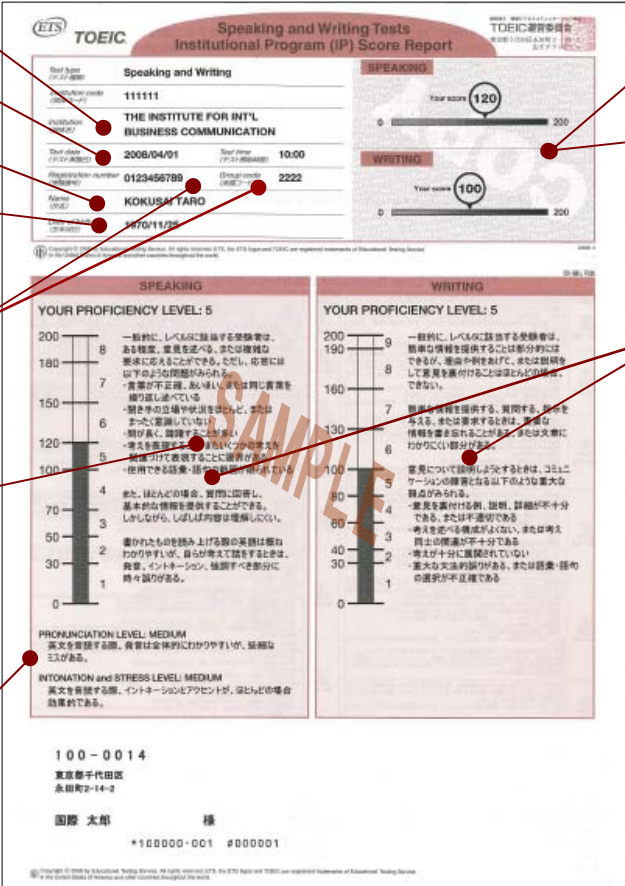
Score Reports for all test takers are sent to you in a group. It is also possible to put a Score Report in a sealed envelope and send to each test taker, or send them to a designated person of your organization for a fee.

Institution Name

Test Administration Date

Test Taker Name

Date of Birth



Speaking and Writing Scores

Test scores are provided only for the test taken

These data are alphanumeric letters typed into the PC by the test taker

Proficiency Level Descriptors are provided only for the test taken

For TOEIC Speaking Test, "Pronunciation" and "Intonation and Stress" are evaluated in 3 levels

There are 8 proficiency levels for TOEIC Speaking Test and 9 proficiency levels for TOEIC Writing Test. The proficiency levels correspond to a scaled score range and describe the types of general skills and proficiencies in spoken or written English that are common for most people who have achieved a score similar to yours. Please refer to the reverse side of the Score Report for descriptions of other levels.

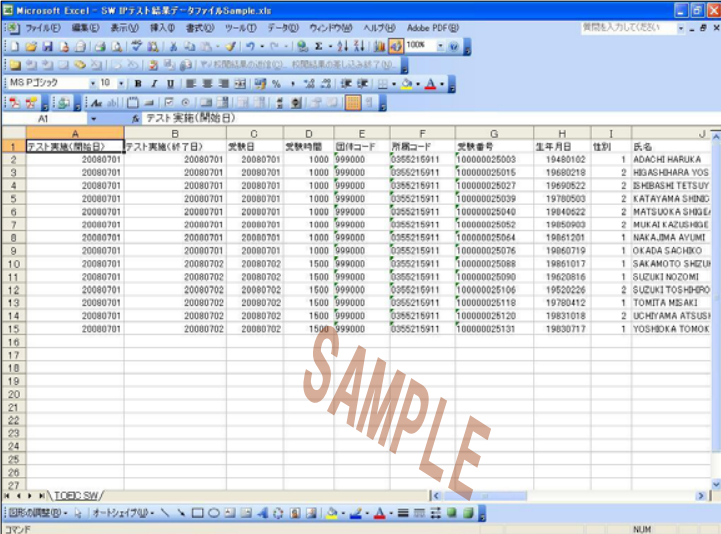
Note: Design and format are subject to change.

Please note that the Score Report is different from the Official Score Certificate, which is issued to SP test takers. The validity of the SW IP Test results is considered equal to that of the results of SW SP Test. You are required, however, to take the SW SP Test if you need the Official Score Certificate.

# Test Results #3: Test Results Data File

## Test Results Data File

You will be able to download the Test Results Data File in Microsoft Excel 5.0 format from the TOEIC Dantai Internet Service website together with the Score Roster.



The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J
1	テスト実施(開始日)	テスト実施(終了日)	実施日	受験時間	団体コード	所属コード	受験番号	生年月日	性別	氏名
2	20080701	20080701	20080701	1000	999000	0385215911	100000025003	19480102	1	ADACHI HARUKA
3	20080701	20080701	20080701	1000	999000	0385215911	100000025016	19680218	2	HIGASHIHARA YOS
4	20080701	20080701	20080701	1000	999000	0385215911	100000025027	19690822	2	ISHIHASHI TETSUY
5	20080701	20080701	20080701	1000	999000	0385215911	100000025039	19780503	2	KATAYAMA SHINIC
6	20080701	20080701	20080701	1000	999000	0385215911	100000025040	19840522	2	MATSUOKA SHIGEK
7	20080701	20080701	20080701	1000	999000	0385215911	100000025052	19850903	2	MUKAI KAZUSHIGE
8	20080701	20080701	20080701	1000	999000	0385215911	100000025064	19861201	1	NAKAIJIMA AYUMI
9	20080701	20080701	20080701	1000	999000	0385215911	100000025076	19860719	1	OKADA SACHIRO
10	20080702	20080702	20080702	1500	999000	0385215911	100000025088	19861017	1	SAKAMOTO SHIZUB
11	20080702	20080702	20080702	1500	999000	0385215911	100000025090	19620816	1	SUZUKI MOZUMI
12	20080702	20080702	20080702	1500	999000	0385215911	100000025106	19520226	2	SUZUKI TOSHIFRO
13	20080702	20080702	20080702	1500	999000	0385215911	100000025118	19780412	1	TOMITA MISAKI
14	20080702	20080702	20080702	1500	999000	0385215911	100000025120	19831018	2	UCHIYAMA ATSUSI
15	20080702	20080702	20080702	1500	999000	0385215911	100000025131	19830717	1	YOSHIOKA TOMOK

Note: Format is subject to change.

For more details, please contact:

- Tokyo Operation Center: 03-5521-5901
- Osaka Operation Center: 06-6258-0221

The TOEIC Steering Committee  
The Institute for International Business Communication (IIBC)