ABOUT ENGLISH PLACEMENT TEST -TOEFL ITP®TEST(Digital)-

For College of International Relations, Global Studies Major Students

An outline for TOEFL ITP [®] test (Digital)

Test duration: About 115 minutes Score scale: Maximum 677

Listening (50 questions / About 35 minutes)

Structure (40 questions / About 25 minutes)

Reading (50 questions / About 55 minutes)

Test schedule *All of the sessions are conducted in Japanese Standard Time.

Examination period	Examination opportunities
Wednesday, March 8 \sim Friday, March 17 $*$ Except Saturday and Sunday	 10:00 a.m. 2:00 p.m. 4:00 p.m.
Monday, March 20 ~Friday, March 24 *Except March,21(Japanese National holiday)	 10:00 a.m. 2:00 p.m. 4:00 p.m.
Monday, March 27 \sim Wednesday, March 29	① 10:00 a.m. ② 2:00 p.m.

Test Taker Procedures

Prepare an Internet Environment for your computer

Pre-configuration work is required to take the test.

- □ Minimum System Requirements check (P.1)
- □ Step 1: System check (P.2)
- □ Step 2: Download the TOEFL Secure (Audio) Browser (P.3)
- □ Step 3: Launching the TOEFL Secure Browser and Audio check (P.3-4)

<Minimum System Requirements>

- Before beginning setup, verify that your computer meets the requirements described below. If it does not meet the minimum system requirements, you will not be able to launch the test.
- Have a strong and stable internet connection. This is extremely important. If possible, use a hard wired connection to your router.
- You may experience difficulties to load images and to save your answers to the test questions with even the best Wi-Fi connection. A LAN cable is strongly recommended, but Wireless LAN can be used as long as it is stable.

		OS	Web Browser
			Use Chrome or Microsoft Edge
Windows	Windo	ws 8.1 and higher	*If you are using Windows 10 and higher, Microsoft Edge is
			the default setting.
Mac	Мас	OSX10.12(Sierra)	Use Chrome or Safari
Mac	and hi	gher	*If you are using Mac, Safari is the default setting.

Step1: A system check

You may perform a system check to ensure your computer and internet connection will allow you to complete the test. This check must be performed on the same computer and internet connection you plan to test with and should be performed about the same time of the day of the week you are scheduled to test as possible as you can.

e.g.- Perform a system check around from 1:30 p.m. to 4 p.m. if you plan to take the test at 2 p.m.

The system check tests various things such as display settings and internet speed. If any of the checks fall, please ensure that you meet minimum system requirements.

\star Close all the apps and the software before you perform the system check.

Access to: www.ets-ellonline.org/

Click [Check Readiness].

- 1. Click [Skip this Step].
- 2. Click [Run System Check].
- Click [Run Check] *Leave the First and Last Name and Comments fields blank. (It will take a couple of minutes to run the system check.)

The following is the screen when the system check is complete successfully.

This device meets all s	ite requirements. A Secure Drowser may be required for delivery of the operational test. If needed, be sure to install the Secure Drowser on the device prior to the test.
Additional Informatio	n
Institution	Anonymous
wan ip Address	125 197.82.110
Date/Time of Report (Local)	05/11/2020 01:13:13 午前
Date/Time of Report (Server)	05/11/2020 01:14:20 午前
Country	91
Display Resolution	1607 x 904
Display Colors	24 - bit
Browser	Infanal Evolution

When you see the warning like the following message.

 \rightarrow Please proceed to the step 2

C a programwork	Administrat to	e device meets all site requirements, but may need attention. A secure Browser may be required delivery of the operational test, if needed, be sure to install the secure browser on the device the test.
A	eets all site require	ments, but may need attention. A Secure Browser may be required for delivery of the operational test. If needed, be sure to install the
This device m Secure Brows	er on the device pr	ior to the test.
This device m Secure Brows Results Check	er on the device pr Status	Details

When the system check is complete, close the window.

Step 2: Download the TOEFL Secure (Audio) Browser.

Access to: <u>www.ets-ellonline.org/</u>

- 1. Click on [Download Secure Brower] at the top of the page.
- 2. Click on [Download] of "Secure Browser for Windows/Mac".
- 3. When the download is complete \rightarrow

If you are using Windows

Please verify if the TOEFL Secure Browser is in the Download Folder.

If you are using Mac

Click on [^] as shown in the screen shots below and select [open]. Double-click on the zip Folder inside the Download Folder in the Finder. Move the icon (TOEFL Audio Browser) to the desktop.

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Step 3: Launching the TOEFL Secure Browser and Audio check

1. Launching the TOEFL Secure Browser

If you are using Windows

Double-click the TOEFL Secure Browser in the Download Folder.

If you are using Mac

Double-click the icon (TOEFL Secure Browser) on the desktop.

2. If you see the screen below, the test download works successfully.

<u>,</u>	
	The TOEFL® Family of Assessments
I'm taking the test in a classroom.	The TOEFL ITPe Tests for English-language-learning programs at the university level (ages 15
I'm taking the test at home. Select the button below to start your test or to check that your device can be used for at home testing.	The TOEFL Juniard Tests For middle school to early high school level English-language-learning programs (ages 11+)
Start My At Home Test	The TOEFL@ Primary ¹⁰ Tests For young students, to measure carrient English skills, and provide a foundation for feture success (ages 84)
	row young students, to the aue current trighth utils and provide a foundation for future success (ages 8+)

3. Audio check

*Wireless earphones or headphones should be avoided. If you use them, you may have

trouble with audio during the test. Wired earphones or headphones are strongly recommended.

Click on [Check Audio and Microphone] with earphones or headphones connected to the computer.



Click on [Play Sample].

Check if the sound is output correctly.

There is the volume button at the top right of the screen.

Be sure to check whether the sound volume can be adjusted and whether it can be played through earphones.



There is a volume button on the top right of the screen. You can adjust the volume. Be sure to confirm that the sound comes out. If no sound is output correctly here, you can't hear the sound during the actual test.

Exit by clicking [Exit] at the bottom right of the screen if there is no problem with audio. *You don't need to test the microphone. The microphone won't be used in this test.

On Test Day -Login Flow-

 Before logging in, check the Session Number given on the website below. <u>https://www.ritsumei.ac.jp/page.jsp?id=495021</u>

(The session number will be at the bottom of the page.)

The Session Number will vary every day. Please be sure to check it on the day of the test.

• When using earphones or headphones, you must connect them to your computer before launching the browser.

1. Launching the TOEFL Secure Browser

If you are using Windows

Double-click the TOEFL Secure Browser in the Download Folder.

If you are using Mac

Double-click the icon (TOEFL Audio Browser) on the desktop.

2. Choose "Start My Classroom Test".

* Don't choose "Start My At Home Test" even if you take a test at home.



3. Enter the Session Number. Then, click (Submit)

* For example: $\lceil 123456-78 \rfloor$ Enter half-width number including hyphen.

	The TOEFL® Family of Assessments
Lesiton Number	The TOLFL (TPR) Tests for advance same Equals longung learning systems upper tory
	The TOU'S Aminor® Test Periodic scheme in wards within them Described and periodic scheme in the scheme in the scheme in the Description of the scheme in th
	The TOEFE® Primary* Tests The pore indexes, to meaner curvet Equit- atio ad private a fundation for Gause access page 1=7

- 4. Enter Student ID and Family name on the right side of the screen. Then, click (Submit)
 - Enter your name in all half-width uppercase letters.
 - Please <u>do not enter your Middle Name</u> in the Family Name fields.
 - You can enter up to 15 uppercase letters in the Family Name fields.
 - Student ID: Enter 23+your examination number (Your examination number is written on your examination voucher or acceptance letter).



5. The personal information you have submitted for the University admission will be displayed. If the information is correct, click [Yes] .

Student Confirm	ation	
Is this you? If not, tell your i	proctor.	
Name:	Taro Ritsumei	Your name
School:	Ritsumeikan University	Ritsumeikan University
Birthday:	January 10, 2000	Your birthday
Student ID:	23115002345	23+Your examination number

6. Please wait until the proctor will allow you to take the test. After a few minutes, you will be accepted. It may sometimes take four or five minutes. The waiting time does not count toward the time duration. Please wait for a while.

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Case	

Once you are allowed to take the test, you will automatically be taken to the test start screen. Before starting the Section 1 "Listening Questions", you will see the following screen. Please follow the instructions to proceed.

- 1. Your Profile screen \rightarrow Answered questionnaire about learning English, then click (Save).
- 2. Explanation screen for Copyright \rightarrow click (Next)
- 3. Confidentiality Agreement Yes/No \rightarrow chose (Yes)
- 4. General Directions screen \rightarrow click (Next)
- 5. Confirm that you are wearing the headset ("Put on your headset" message will appear →click (Next) → Listen to the audio and adjust the volume. *Don't start the test if you can't hear the audio. Please contact us.

The proctor will constantly have monitored the progress from the permission at the start of the test to the end of the test online.

The proctor may pause the test without approval of the test taker if he/she suspects the acts of dishonest or something wrong in your progress. In that case, the proctor may call you to check your situation.

Important Instructions

<Act of Prohibition>

- You can't take the test at the public place such as a Café.
- Eating and drinking during the test is not allowed.
- You can't leave in the middle of the test. (Please go to the bathroom before you start the test.)
- Don't put the smartwatch, the Electric devices other than PC, the electric dictionary and the smartphone (you can use it in emergency) on your desk.

<Note >

- You can take a note during the test (Have a pen and a memo ready).
- Please use the same computer and in the same internet environment that you checked in advance. *If you use the mobile Wi-Fi router, please disconnect the Electric devices other than PC to use for the test. The transmission speed might be slow and you may lose the internet connection in the middle of the test.
- Restart your computer once and close all programs so that other applications will not start during the test.
- Before launching the TOEFL Secure browser, connect the earphones and the headphones to your computer first and verify that the audio is output correctly.
- Please make sure if the audio on your computer isn't muted.
- You can print out the score when you complete the test. Turn the printer on and connect to your computer.
- Please take note of the Session Number before taking the test.

<During the test >

- This is a timed test. Make sure you monitor the time remaining by checking the timer in the screen's upper right corner.
- As for Section 2 and 3, you can add a check mark to review your answers afterwards by clicking (Mark for Review) at the bottom left of the screen.



- If you complete the test within the time limit, you can review and modify your answers from (Review) at the bottom right of the screen
- Even if there is still time, you can move to the next section, but you cannot go back to the previous section. You can move from Section 2 to 3, but not from Section 3 to 2.
- In section 2 and 3, the timer becomes yellow 5 minutes before the end, and an alert appears. When the time is up, the screen automatically switches to the next section. (In section 3, the time-out means the end of the test).

<At the end of the test >

- When you complete the test; the test score is displayed on the screen.
 - [Print] \rightarrow Print out the score

 $[Exit] \rightarrow Be careful;$ when you click [Exit], the score screen will disappear.

- If you would like to save the score
- > Print out the score and keep it as your own copy.
- If you do not have a printer, take a photo with your smartphone. You cannot take a screenshot

This is the end of the test. Click [Exit] and close the TOEFL Secure Browser.

Please delete or discard a memo you took after you finish the test. You might be liable for damages if you leak the information about the test by revealing the memo.

TOEFL ITP[®]Test (Digital) Troubleshooting-Solutions: For Windows

If the TOEFL Secure Browser is not working well during the test, try the following solutions first. The suspended time will not count toward the test duration, so please relax and take your time.



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- The proctor suspects the act of cheating.
- The progress status of the test doesn't change at all. *When the proctor pauses the test, the message below will appear.



 \rightarrow In that case, Click OK. Contact the Helpdesk.

[Helpdesk] The trouble during the test ETS Japan(TOEFL ITP Helpdesk) <u>TEL:075-752-1130</u> (From outside of Japan +81 75 752 1130)

From Mon to Fri : 9:30~17:00(JST) * Excluding Japanese national holidays

TOEFL ITP[®]Test (Digital) Troubleshooting-Solutions: For Mac

If the TOEFL Secure Browser is not working well during the test, try the following solutions first. The suspended time will not count toward the test duration, so please relax and take your time.



• The progress status of the test doesn't change at all.

*When the proctor pauses the test, the message below will appear.



 \rightarrow In that case, Click OK. Contact the Helpdesk.

[Helpdesk] The trouble during the test

ETS Japan(TOEFL ITP Helpdesk)

TEL:075-752-1130

(From outside of Japan +81 75 752 1130) From Mon to Fri : 9:30~17:00(JST) * Excluding Japanese national holidays