

The instruction manual for TOEFL ITP®test (Digital) Classroom Test (For Windows)

~The advance preparation~

Updated:May, 2022

【At first】

This manual is about the pre-configuration work required to take the TOEFL ITP®TEST(Digital) test. Prepare an Internet environment for your computer in advance, referring to the attachment “Troubleshooting for the Preset Setting”, too.

【Things to prepare】

- ☐ The computer which you plan to test with.
※You can't take the test with a smartphone, iPad, iPad mini, another tablet, Chromebook or Microsoft Surface.
- ☐ Headsets or earphones which you plan to test with.
(Wired headsets or earphones are recommended. Wireless connection through Bluetooth should be avoided because you may happen to have audio issues)

【The flow of the pre-configuration work】



Please perform the same computer and internet connection you plan to test with.

- ☐ Check the system requirements.
- ☐ **Step1** A system check
- ☐ **Step2** Download the TOEFL Secure Browser
- ☐ **Step3** Launching the TOEFL Secure Browser and audio check

Minimum System Requirements

- Verify that your computer meets the requirements described below.
- After the test starts, the update program may start automatically and the test may be interrupted. Please make sure if your computer is up to date before taking the test.
<How to confirm>
Click “Setting” from Windows mark on the bottom left corner of the screen. →Click “Updates and security”. →Click “Windows Update” →If your computer is not up to date, please download and install.
- Use the web browser below to do a system check and download the TOEFL Secure Browser.
- 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>

OS	Web Browser
Windows 8.1 and higher	Chrome  or Microsoft Edge  *If you are using Windows 10 and higher, Microsoft Edge 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.

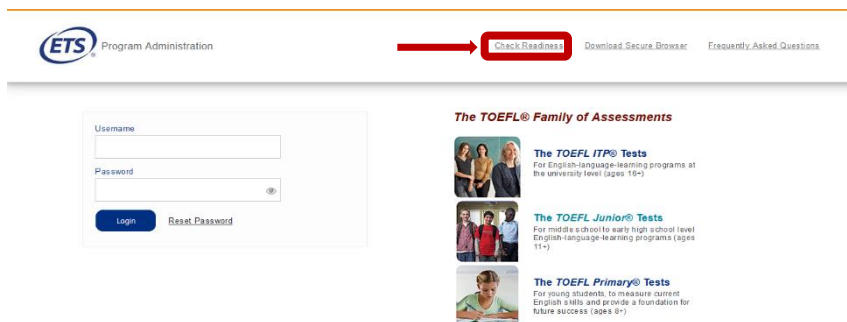
e.g.- Perform a system check around from 5:30 p.m. to 8 p.m. if you plan to take the test at 6 p.m.

➤ **Close all the apps and the software before you perform the system check.**

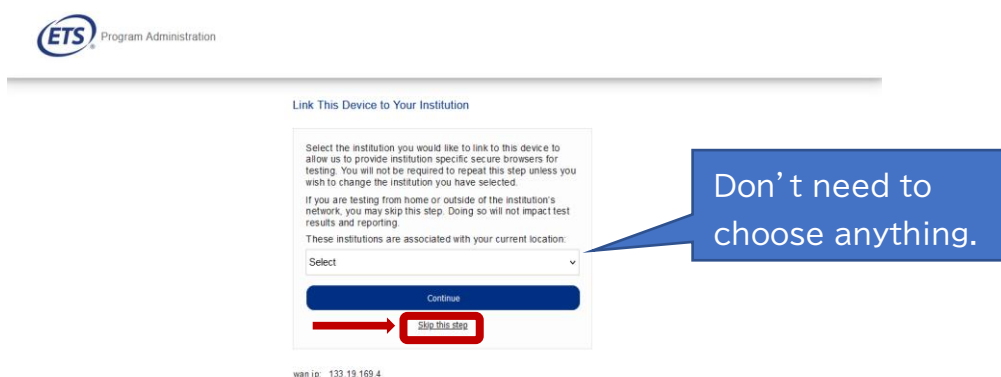
- This checks various things such as display settings and internet speed.
- If any of the checks fail, please ensure that you meet minimum system requirements.

【The procedure of the system check】

1. Access to: www.ets-ellonline.org/
2. Click [**Check Readiness**] of the red arrow in the image below.



3. Click [**Skip this step**] of the red arrow in the image below.



4. Click [[Run System Check](#)] of the red arrow in the image below.

ETS Program Administration [Return](#)

Check Readiness

Currently identified as: Anonymous [Change](#)

System Check

Run the System Check to identify potential issues with this device or Internet connection. This check also verifies this device meets the minimum system requirements needed to run the test.

[Run System Check](#)

Evaluate Network

Launch the Test Simulation on multiple devices at the same time to simulate the network traffic of several test takers at your institution. We recommend coordinating the verification process with your IT staff so they can monitor network performance during the exercise.

[Run Test Simulation](#)

Advanced Readiness and Troubleshooting

[Test Delivery Check](#) Run the Test Delivery Check to take a test. This test includes samples of each question type to verify this device will deliver the test.

[Bandwidth Check](#) Run the Bandwidth Check to sample your internet connection speeds over a period of time to see how your available bandwidth fluctuates throughout the day.

5. Click [[Run Check](#)] of the red arrow in the image below.

*Leave the First and Last Name and Comments fields blank.

device to make sure it meets the minimum requirements for test delivery. At the completion regarding the specific device used and current internet connection information and po be corrected prior to testing.

System Check Information

Run the System Check on all devices used for testing. For best results, close any applications that may be running on this device as well as any additional browser windows or tabs that may be open.

First and Last Name:

Comments:

[Run Check](#)

You see this image while system check is running. (It will take a couple of minutes)

System Check is running, please wait for results...

RUNNING CHECK:

Download Speed
Pass 6 (Downloading 8 MB)
Detected Speed: 11 Mbps (1382 KB/s)

[Cancel](#)

The green check mark ✓ will be displayed if the system check is complete successfully.

*In the case of the yellow warning such as the following image:

Please move forward the pre-configuration work. If you download the TOEFL Secure Browser and launch it normally, you can take the test. →Proceed to the step 2.

ETS Program Administration [Download](#) [Run Again](#) [View History](#) [Return](#)

Results

Check	Status	Details
Browser	Warning	This browser is not the browser needed for secure testing. Perform this check again using Internet Explorer. Please note that for Windows 10, Microsoft Edge is the default browser. This is not the same as Internet Explorer.
Trace Route	Warning	The traceroute could not be completed successfully. If the upload and download checks have also failed then please contact support, otherwise this should not have an impact on testing. See the traceroute section for additional information.

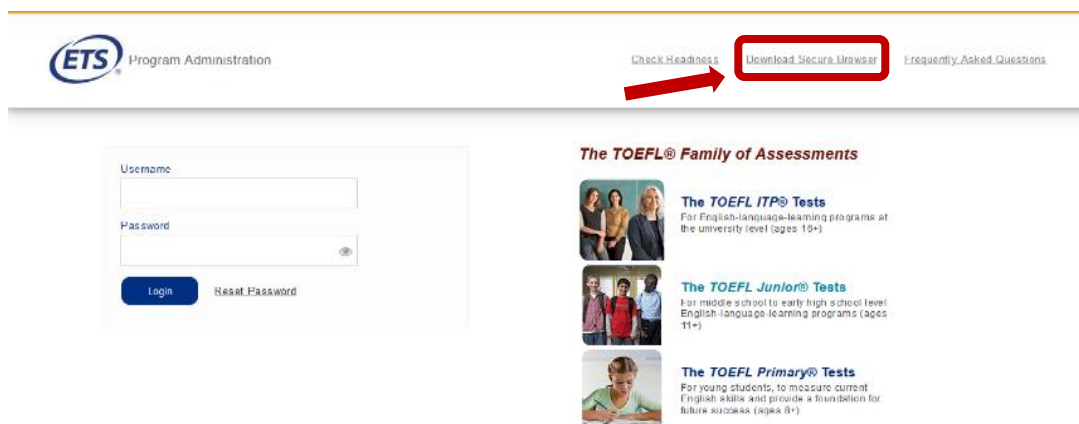
Additional Information

Step2 Download the TOEFL Secure Browser

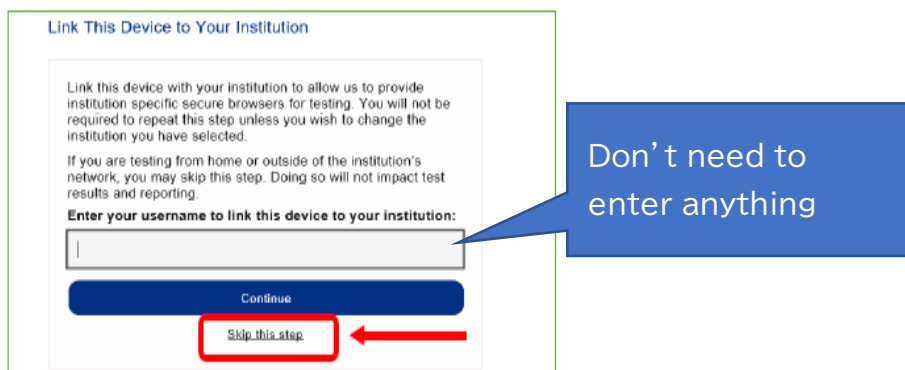
1. Access to: www.ets-ellonline.org/

(You can also return to the top page by clicking “Return” at the top right of the screen three times.)

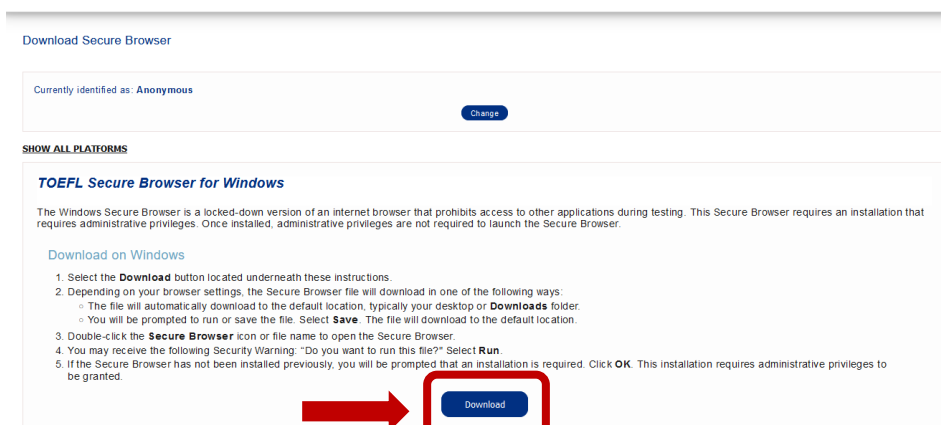
2. Click [[Download Secure Browser](#)] of the red arrow in the image below.



3. Click [[Skip this Step](#)] if the screen below is displayed.

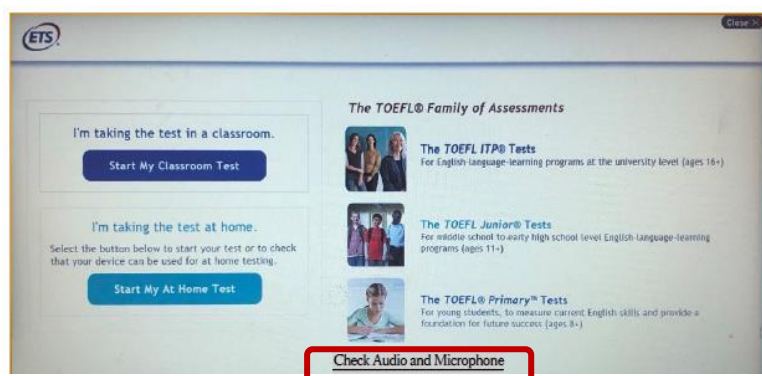


4. Click [[Download](#)] of TOEFL Secure Browser for Windows.



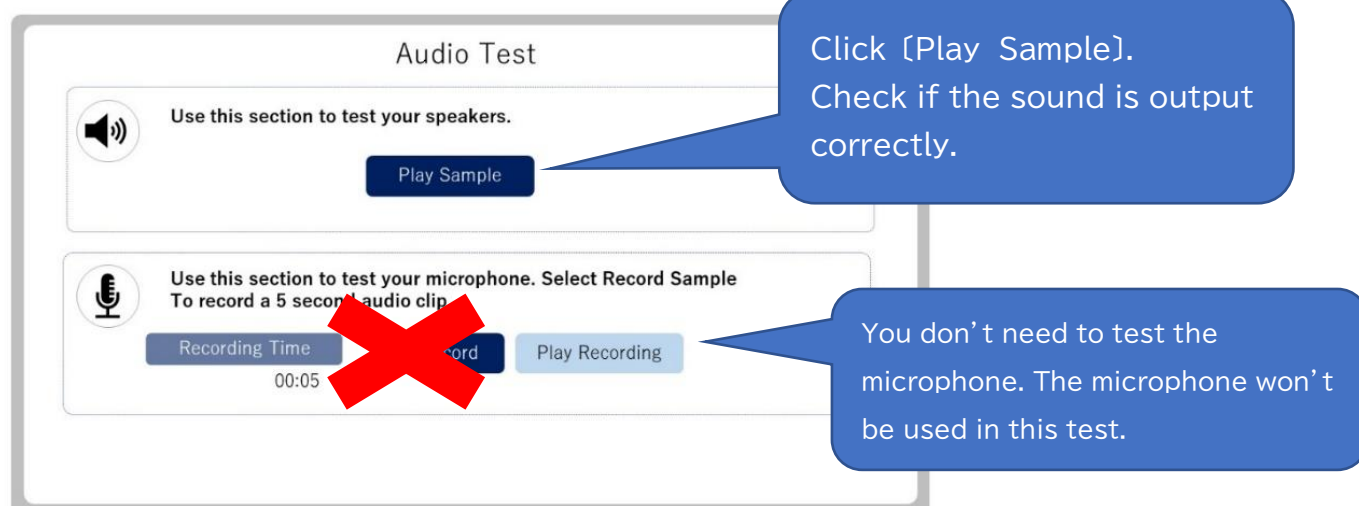
Step3 Launching the TOEFL Secure Browser and audio check

1. Double-click the TOEFL Secure Browser and launch it.
This is the screen to start the test.



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

※Close the TOEFL Secure Browser once if you haven't connected earphones or headphones to the computer. Be sure to connect earphones or headphones to the computer first, then do audio check.



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

※ If the sound isn't output correctly on this audio check, you will have audio issues during the test. Be sure to do audio check before taking the test !

That will be all for the pre-configuration work.

Please submit “The pre-setting completion report”.

The link for “The pre-setting completion report” form on the website of Language Education Center is below.

<http://www.ritsumei.ac.jp/gengo/gaikokugo-gakusyu/dantai.html/>

The instruction manual for TOEFL ITP®test (Digital) Classroom Test (For Windows)

~On Test Day~

Updated: May 2022

【At first】

This manual is about the flow of TOEFL ITP®test (Digital) on the day of the test. Please read this before taking the test as the important instruction would be written. You had better print out and have it at hand on the day of the test. You can't refer to this document on the computer during the test.

【The flow on the day of the test】

Step 1 Verify the environment to take the test

Step 2 From the start to the end of the test

Step 1 – Verify the environment to take the test

(Act of Prohibition)

- You can't take the test at the public place such as a Café.
- Take the test at the quiet and isolated place with sufficient brightness. Be careful not to let the other person come near.
- 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.

If you don't follow the above instruction, you may be told to stop the test. And you won't get the score. If the organization of the test suspects you to cheat on the test or you aren't following the instructions, they have the right to request ETS to stop scoring. In that case, you won't be notified of the test score.

(Note)

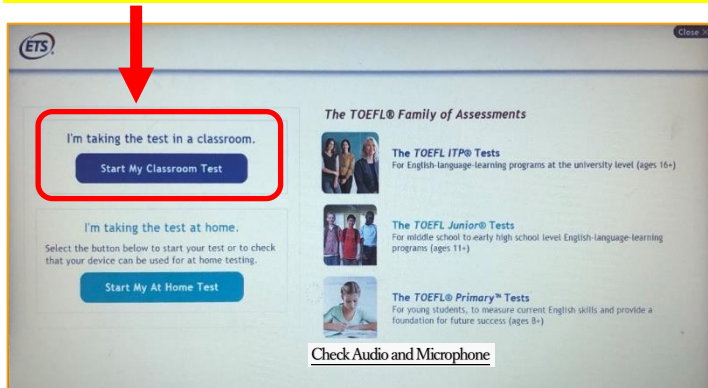
- You can take a note during the test (Have a pen and a memo ready).
- Please use the same computer and in the same internet environment that you checked in advance. *If you use the mobile Wi-Fi router, please disconnect the Electric devices other than PC to use for the test. The transmission speed might 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 earphones and 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 on the day of the test.

Step 2 – The start of the test

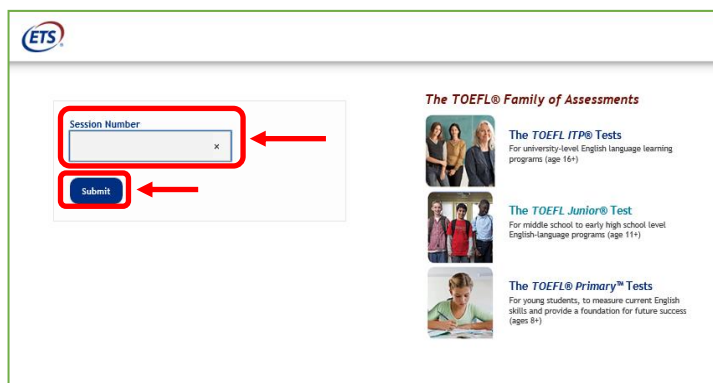
- ※ Close all the apps and the software.
- ※ Connect earphones or headphones to your computer before launching the TOEFL Secure Browser.

1. Double-click the TOEFL Secure Browser in the Download Folder.
2. Choose “Start My Classroom Test”.

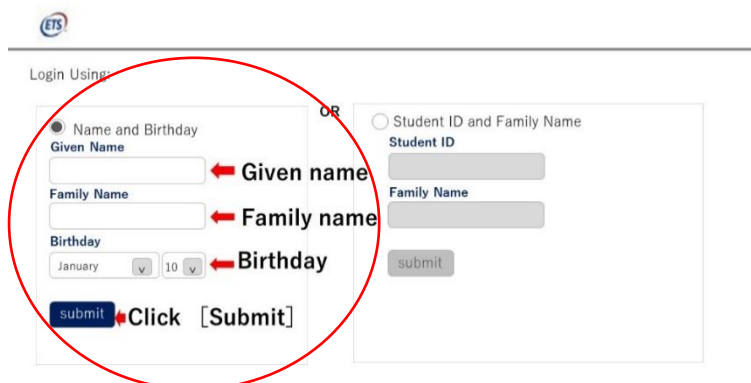
Don't choose “Start My At Home Test” even if you take a test at home.



3. Enter the session number, then click [submit].
e.g. 「12345-67」 Enter half-width numbers including the hyphen.



4. Enter Given name and Family name on the left side of the screen. Then, click[Submit]
(Enter your name in all half-width uppercase letters.)



※If you can't login on the left side, enter Student ID number(11 digits and half-width numbers without the hyphen) and Family name on the right side. Then, click[Submit].

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

ETS

Student Confirmation

Is this you?
If not, tell your proctor.

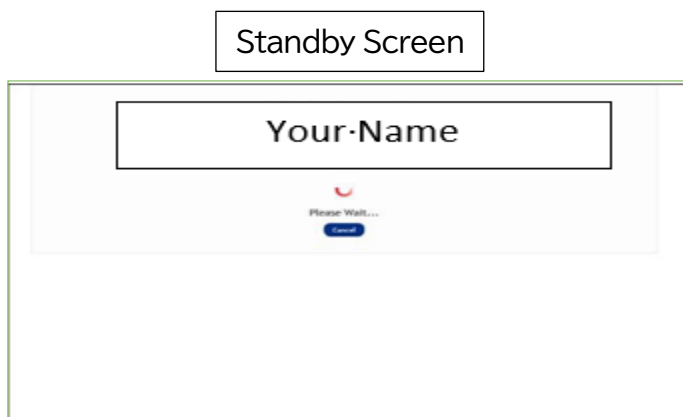
Name:	Taro Ritsumei
School:	Ritsumeikan University
Birthday:	January 10, 2000
Student ID:	12345678

Yes No

Your name
Ritsumeikan University
Your birthday
Your student ID number

※If you get an error message saying that the information you entered is incorrect, the spelling of your name, Student ID number or date of birth may be incorrect. Please make sure the information registered in advance and re-enter them.

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.



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.

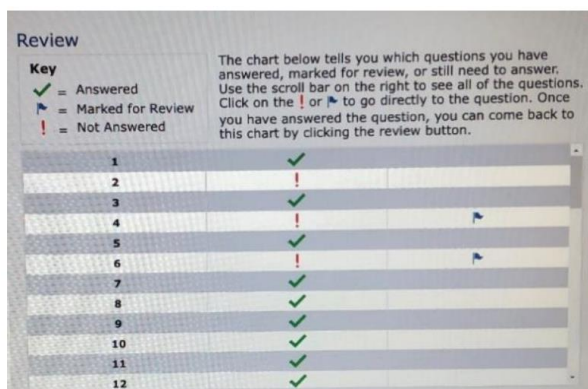
1. Your Profile screen → Answered questionnaire about learning English, then click [Save].
2. Explanation screen for Copyright → click [Next]
3. Confidentiality Agreement Yes/No → chose [Yes]
4. General Directions screen → click [Next]
5. Confirm that you are wearing the headset (“Put on your headset” 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 his/her progress. In that case, the proctor may call you to check your situation.

Important instructions 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).

Troubleshooting-Solutions during the test

If the screen freezes, the computer doesn't work properly or some error messages appears during the test, press **Ctrl + Shift + Q** at the same time to pause the test and close the TOEFL Secure Browser.

(If you get a message on the screen of the test and click "OK", the TOEFL Secure Browser will close automatically.)

If the computer freezes and doesn't work during the test, press **Ctrl + Alt + Delete** at the same time and reboot the computer.

After verifying whether you have closed all of the apps and the software, double-click on the TOEFL Secure Browser in the download folder.

Wait for a moment until the proctor allow you to take the test. Resume the test from where you paused. The suspended time will not count toward the test duration basically.

At the end of the test

- When you complete the test, the test score is displayed on the screen.
[Print] → Print out the score
[Exit] → 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.

<Troubleshooting-Solutions: 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.

Before you start the listening section, you can't hear the sound in the audio check.

Contact the Helpdesk

Contact information is given on the website below.

http://www.ritsumei.ac.jp/gengo/online/Eigodantai_TOEFL_manual.html

- If the TOEFL Secure Browser doesn't work properly such as:
the question isn't showing.
- The error message appears.
- The screen freezes.

First,

Ctrl + Shift + Q

Pause the test and close the TOEFL Secure Browser.

Suddenly, the TOEFL Secure Browser shut down.

**A computer freezes.
(A computer doesn't work at all.)**

The test is in a paused state.

Ctrl + Alt + Delete

Reboot the computer.

<Back to the desktop screen>

Check whether you close all other software and the apps.

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

Do the same as you logged in before.

Enter the Session Number and your personal information

Wait for a moment until the proctor allow you to take the test.

Resume the test from where you paused.

If you can't resume the test with the troubleshooting-solutions above, please contact the Helpdesk.

Contact information is given on the website below.

http://www.ritsumei.ac.jp/gengo/online/Eigodantai_TOEFL_manual.html

In case of the following situation, the proctor may pause the test.

- 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. In that case, Click OK. Contact the Helpdesk.

