

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

For College of International Relations, Global Studies Major Students

- This English Placement Test, TOEFL ITP® Test (Digital), is required for all new students at the College of International Relations.
- **In “Academic Skills I, II, III”, students will be assigned classes according to their proficiency level.**
- Scores from the online version of the TOEFL ITP® Test (Digital), which all new students are required to take before enrollment, are used to determine class placement. **Please take the test during the specified test period on your computer at home.**
- This online test is intended to properly evaluate your current English level and let you take a class that matches your proficiency level. If you cheat on the online test using the dictionary or try not to do your best, you might be assigned a class that does not match your English level and lose your motivation for learning.
- **Please take the online test sincerely and adequately.**

Test Taker Procedures ※Pre-configuration work is required to take the test.

Prepare an Internet Environment for your computer

- ☐ 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 loading images and saving 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.

You can't take the test with a smartphone, iPad, iPad-mini, another tablet, Chromebook or Microsoft Surface.

OS		Web Browser
Windows	Windows 8.1 and higher	Use Chrome or Microsoft Edge *If you are using Windows 10 and higher, Microsoft Edge is the default setting.
Mac	Mac OS X 10.12 and higher	Use Chrome or Safari (Safari11.0 or later) *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 the test with and should be performed at about the same time of the day of the week you are scheduled to take the test as much as possible.

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

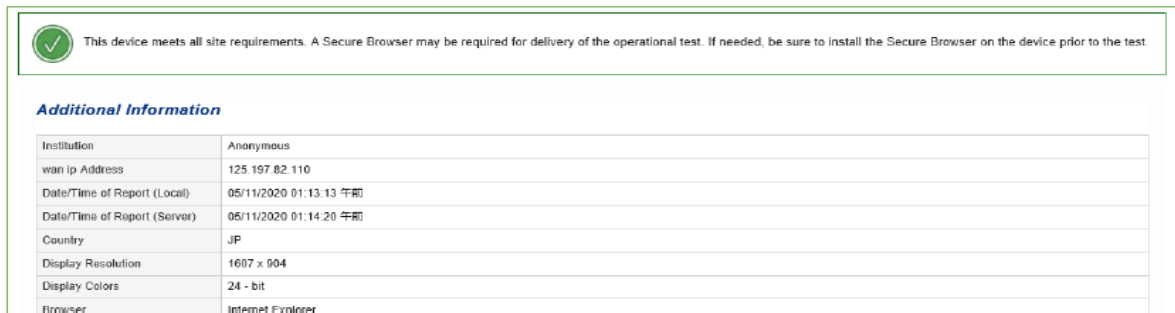
The system check tests various things such as display settings and internet speed. If any of the checks fail, please ensure that you meet minimum system requirements.

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

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

1. Click [Check Readiness].
2. Click [Skip this Step].
3. Click [Run System Check].
4. 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.

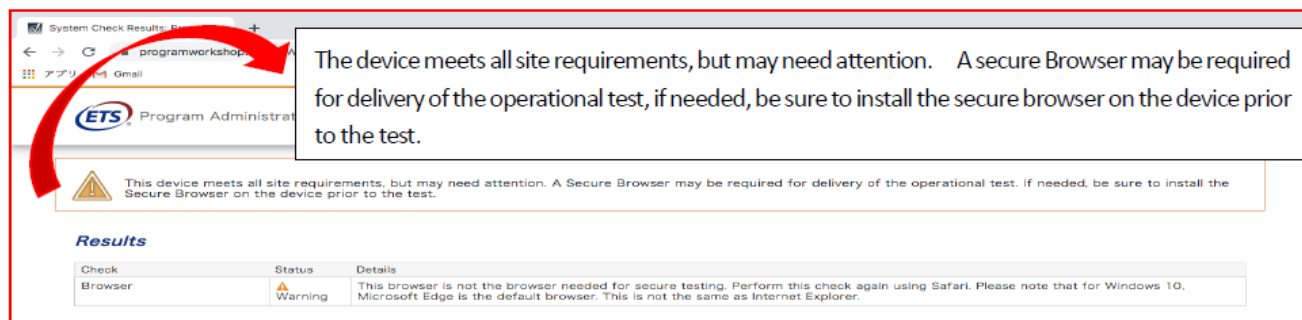


This device meets all site requirements. A Secure Browser may be required for delivery of the operational test. If needed, be sure to install the Secure Browser on the device prior to the test.

Additional Information

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	JP
Display Resolution	1607 x 904
Display Colors	24 - bit
Browser	Internet Explorer

Even if you see the warning like the following message, please proceed to the step 2
(You can take the test if you could download the TOEFL Secure Browser successfully)



The device meets all site requirements, but may need attention. A secure Browser may be required for delivery of the operational test, if needed, be sure to install the secure browser on the device prior to the test.

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Results

Check	Status	Details
Browser	Warning	This browser is not the browser needed for secure testing. Perform this check again using Safari. Please note that for Windows 10, Microsoft Edge is the default browser. This is not the same as Internet Explorer.

When the system check is complete, close the window.

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

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

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 →

If you are using Windows

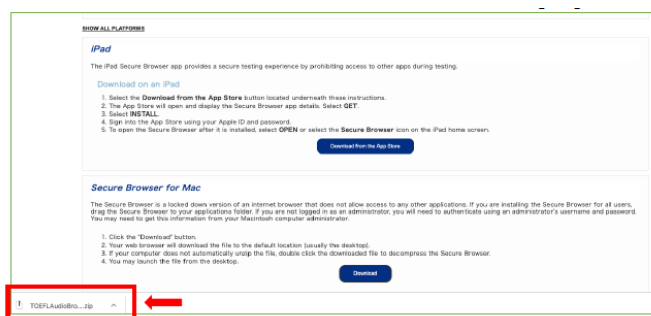
Please verify if the TOEFL Secure Browser is in the Download Folder.

If you are using Mac

Click on [^] as shown in the screenshots 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.



Step 3: Launching the TOEFL Secure Browser and Audio check

1. Launching the TOEFL Secure Browser

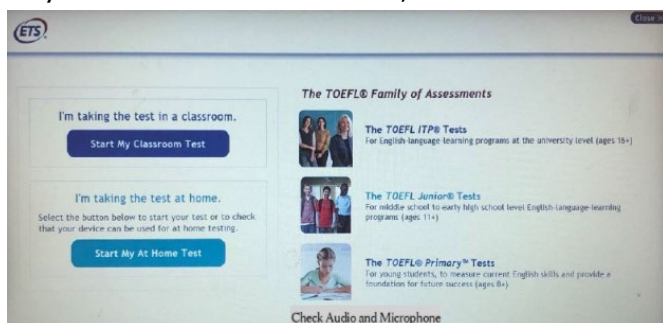
If you are using Windows

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.

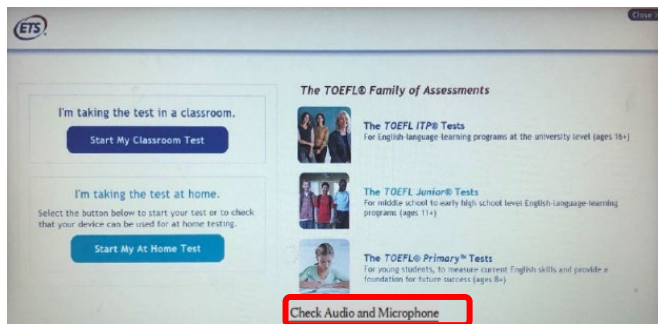


3. Audio check

*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.

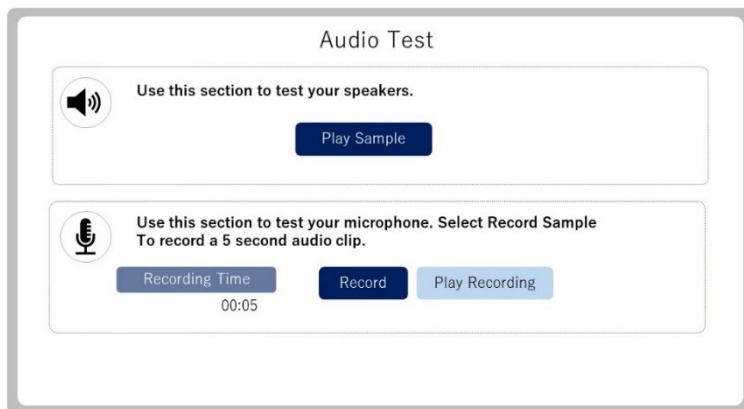


Click on [Play Sample].

Check if the sound is output correctly.

There is a 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.



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.
<https://www.ritsumei.ac.jp/gengo/online/toefl-ntp-introduction-web/gs-major-sep-enrollment.html/>
The Session Number will vary depending on the 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

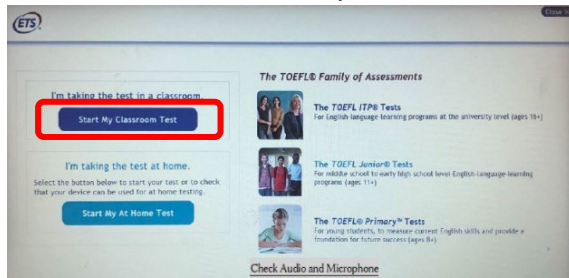
Double-click the TOEFL Secure Browser in the Download Folder.

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: 「12345-67」 Enter half-width number including hyphen.



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 do not enter your Middle Name 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] .

ETS

Student Confirmation

Is this you?
If not, tell your proctor.

Name:	Taro Ritsumei
School:	Ritsumeikan University
Birthday:	January 10, 2000
Student ID:	23115002345

Yes No

Your name
Ritsumeikan University
Your birthday
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.

Your Name

ETS

Please Wait...

Next

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 and the image will appear. (There is no sound at this moment) → click [Next] → You can only hear the audio after clicking 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 the approval of the test taker if he/she suspects the acts of dishonesty 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 in a public place such as a Café.
- Eating and drinking during the test are prohibited.
- 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 the PC, the electric dictionary and the smartphone (you can use it in an emergency) on your desk.

<Note >

- You can take a note during the test (Have a pen and a memo pad 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 the 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 that 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.

Review

Key
✓ = Answered
🚩 = Marked for Review
! = Not Answered

The chart below tells you which questions you have answered, marked for review, or still need to answer. Use the scroll bar on the right to see all of the questions. Click on the ! or 🚩 to go directly to the question. Once you have answered the question, you can come back to this chart by clicking the review button.

1		✓	
2		!	
3		✓	
4		!	🚩
5		✓	
6		!	🚩
7		✓	
8		✓	
9		✓	
10		✓	
11		✓	
12		✓	

- 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] → 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 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>

If you have trouble during the test, please refer to “Troubleshooting-Solutions”.

For Windows: See P.9

For Mac: See P.10

<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 office of college of International Relations.

irpost01@st.ritsumei.ac.jp

- 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.

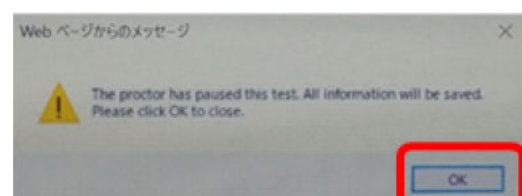
If you can't resume the test with the troubleshooting-solutions above, please contact the office of college of International Relations.

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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.



<Troubleshooting-Solutions: 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.

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

Contact the office of college of International Relations.

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- If the TOEFL Audio 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 Audio 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.

command+option+Shift+Q

Reboot the computer.

※ Shortcut key differs depending on the PC model.

<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.

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