> ## Instruction manual for TOEFL ITP® test（For Windows ）
> ## ～Preliminary Preparation～
> ## For College of International Relations, Global Studies Major Students

Updated: March 2024

This manual will guide you through the preparations for taking the TOEFL ITP® test (Digital). Please prepare an Internet environment for your PC in advance.

A Smartphone, iPad, iPad mini, Chromebook, Microsoft Surface, and other tablets are not allowed to take the test.

【Preparations】

☐ Personal computer to be used for the examination (hereinafter referred to as "PC")

☐ Headset/earphones to be used for the examination

 (*Wired headsets are recommended. Wireless ones may cause audio problems.)

【Preliminary Preparation Flow】

 ☐ PC operating environment check (p.1)

 ☐ Step 1 System Check (p.2-p.3)

 ☐ Step 2 Download TOEFL Secure Browser (p.4-p.5)

 ☐ Step 3 Confirm TOEFL Secure Browser startup (p.5)

◆PC operating environment check

 ・Please make sure that PC meets the system requirements in the table below.

　　If it does not meet the requirements, you will not be able to take the test.

 ・Please take the test in a stable Internet environment.

　　It is preferable to use a LAN cable to connect PC to a router connected to the Internet.

 ・Even in a Wi-Fi environment with no troubles under normal use, there may be problems with displaying images

　　and saving answers. Please note that we are not responsible for any failure to take the exam due to the

　　distractions.

Minimum System Requirements

Windows の場合	
OS	**Windows 10 or later**
Web Browser	←　**Using Microsoft Edge** ※Microsoft Edge is the default browser for all Windows 10 or later devices ←　**Using Chrome**※ ※ Available from PCs with Microsoft Edge downloaded

◆ Step 1 System Check

Check that PC and Internet environment can complete the test.

System checks should be performed on PC and Internet environment at the same time of day as the set test time, if possible.

For example, if you are taking the test starting at 2 p.m., please complete the system check between 1:30 p.m. and 4 p.m..

- ➤ **Close all apps** before you perform the system check.
- ➤ Check the display setting and internet speed
- ➤ If there are any problems, please ensure that PC meets above Minimum System Requirements.

«The procedure of the system check»

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

② Click〔**Check Readiness**〕on the screen below.

③ If the screen of〔**Link This Device to Your Institution**〕appears, click〔**Skip this step**〕. (The screen may not appear)

④ When the screen below appears, click〔**Run System Check**〕.

⑤ Click〔**Run Check**〕 without entering any information.
　（It will take a couple of minutes to complete.）

⑥ If the system check is completed successfully, the green check mark✔will be displayed.
Even if the warning sign such as below image appears, PC meets the requirements. However,
just to be sure, please check the "Minimum System Requirements" on page 1 whether or not PC
system meets the requirements.

◆ Step 2 Download TOEFL Secure Browser

«How to download the TOEFL Secure Browser»

① Access to **www.ets-ellonline.org/** again.
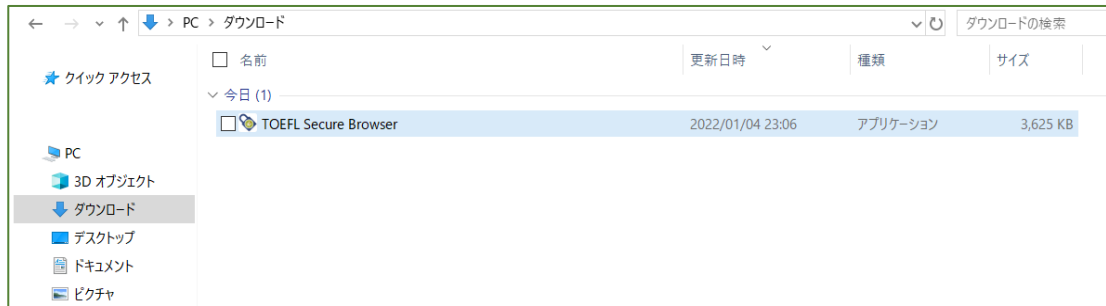
② Click〔**Download Secure Browser**〕.
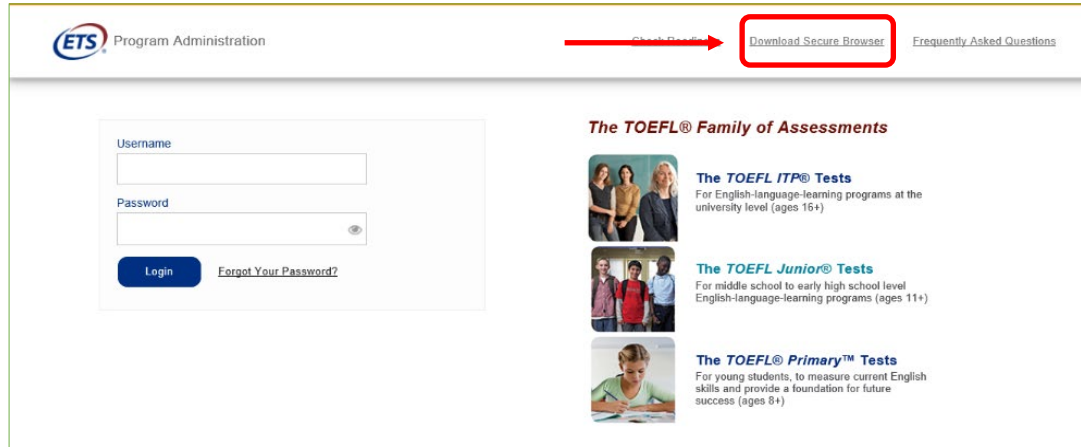
③ If the screen of〔**Link This Device to Your Institution**〕appears, click〔**Skip this step**〕without entering any information. (The screen may not appear)
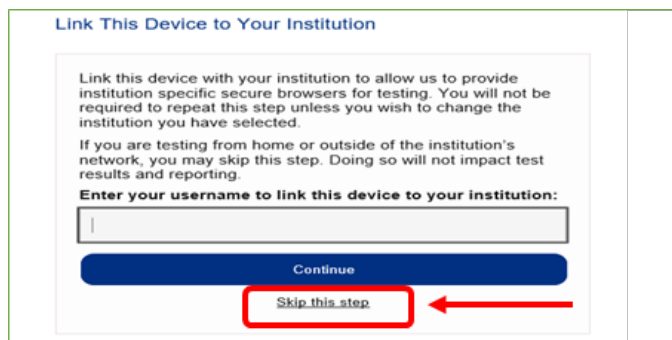

④ Click〔**Download**〕of Secure Browser for Windows.
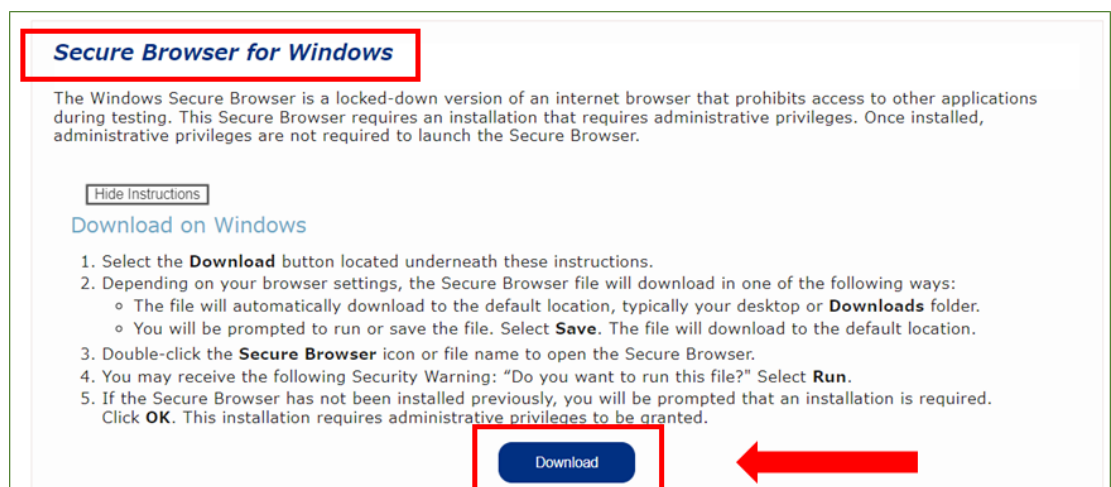
⑤ Once the download completes, make sure the TOEFL Secure Browser file is in your downloads folder.

◆ **Step 3 Confirm TOEFL Secure Browser startup**

① Double-click the icon in your downloads folder.

② If the screen below appears, the test browser has been successfully downloaded.
  This is the first screen that will be displayed when the test is performed.
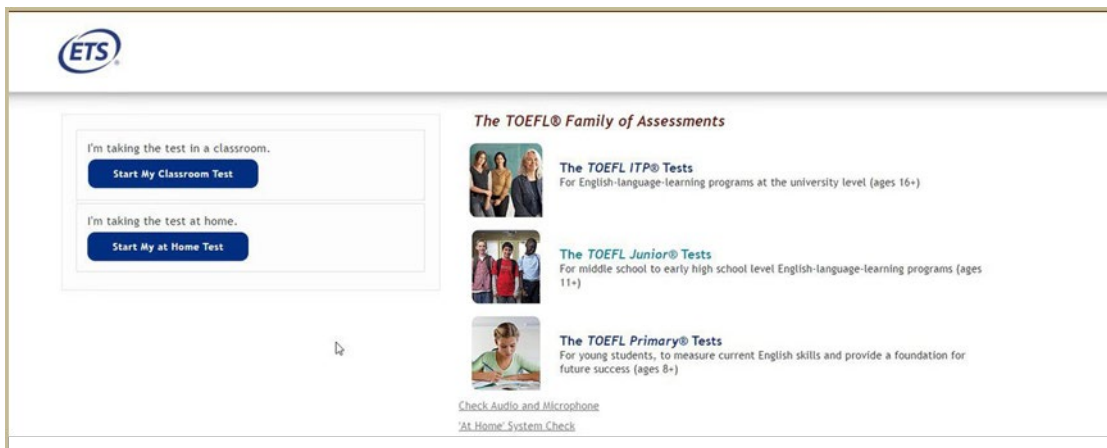
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