

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.**

Prohibited Acts

- ◆ You cannot 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.
- ◆ No food or drink during the test.
- ◆ You cannot leave in the middle of the test. ※Please go to the bathroom before you start the test.
- ◆ Do not place books, smart watches, tablets, smart phones (only for emergency use allowed), electronic dictionaries, or other electronic devices on or around your desk.

If you do not follow the above instructions, you will be asked to stop the test and will not get the score.

If the administration of the test suspects that you to cheat on the test or you do not follow the instructions, they have the right to request ETS to stop scoring.

Note

- ◆ You may take notes during the test. (Have a pen and a memo ready)
*Please be sure to destroy or delete any notes taken during the test after the test is completed.
If the contents of the test are leaked as a result of this, you will be subject to punishment.
- ◆ Please take the test using the PC and Internet environment that you have confirmed in the preliminary preparation work.
*If you use the mobile Wi-Fi router, please disconnect the other Electric devices because the transmission speed might be slow. It may cause losing the internet connection in the middle of the test.
- ◆ Close all apps before you start the test.
- ◆ Be sure to connect headset/earphones with a microphone to your PC before launching the TOEFL Secure Browser. Verify if the audio is output normally.
- ◆ If PC audio is muted, you will not hear sounds. Please be sure to unmute PC.
- ◆ You can print out the score. Please have the printer ready if you wish to print it.
- ◆ Please take a note of Session Number. * You will need to enter it when you log in.
Session Numbers will be posted on the website at 9:30 a.m. on the day of the test.
- ◆ Please keep the AC adaptor connected to your PC to ensure the PC remains powered on.
- ◆ If PC troubles occur, please try to solve the issues according to page 10 of “Troubleshooting-Solutions(For Mac)

～On Test Day～". In case the issues remain unsolved, please contact ETS JAPAN. If you leave the PC troubles unsolved, it will be considered you are withdrawing from the tests.

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

Prepare an Internet Environment for your computer

【Preparations】

- Personal computer to be used for the examination (hereinafter referred to as "PC")
- Headset/earphones with a microphone to be used for the examination



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

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

◆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

| Mac | |
|-------------|---|
| OS | Mac OS® X 10.15.7 or later |
| Web Browser | <div style="display: flex; align-items: center; justify-content: space-around;"> <div style="text-align: center;">  <p>←Safari ※recommended</p> </div> <div style="text-align: center;">  <p>←Chrome</p> </div> </div> <p>※Safari 15.0 or later ※For Mac, Safari is the default setting.</p> |

◆ Step 1 System Check

Check that PC and Internet environment can complete the test.

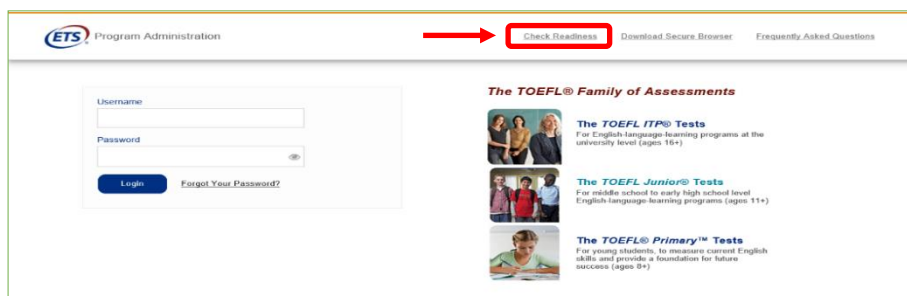
System checks should be performed on PC and Internet environment at the same time of day as the set test time, if possible.

For example, if you are taking the test starting at 1:00 p.m., please complete the system check between 12:30 p.m. and 3:00 p.m.

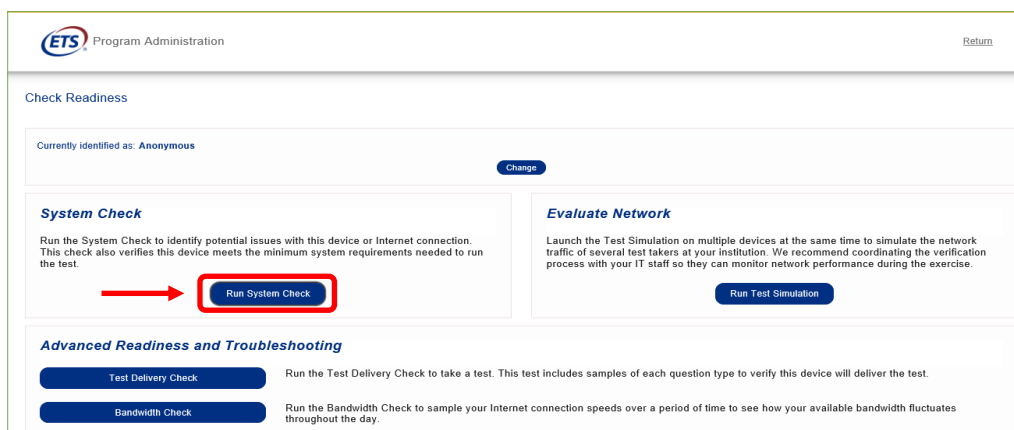
- **Close all the apps and the software** before you perform the system check.
- Check the display setting and internet speed
- If there are any problems, please ensure that PC meets above Minimum System Requirements.

《The procedure of the system check》

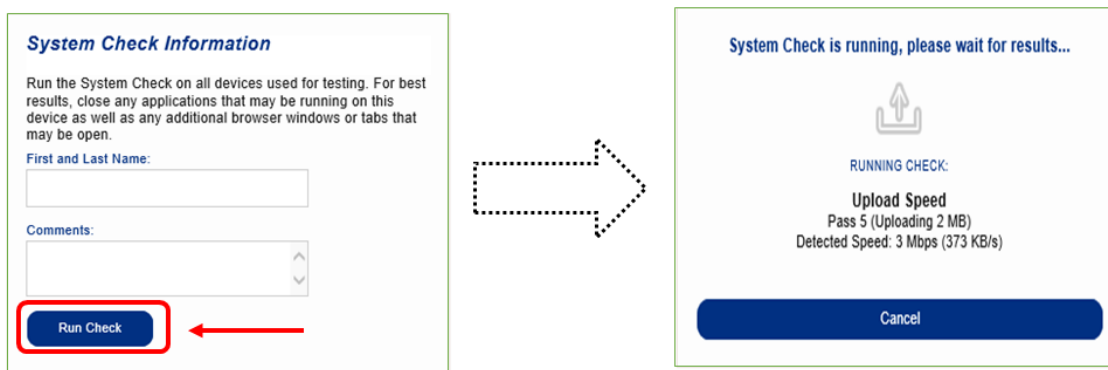
- ① Access to www.ets-ellonline.org/
- ② Click **〔Check Readiness〕** on the screen below.



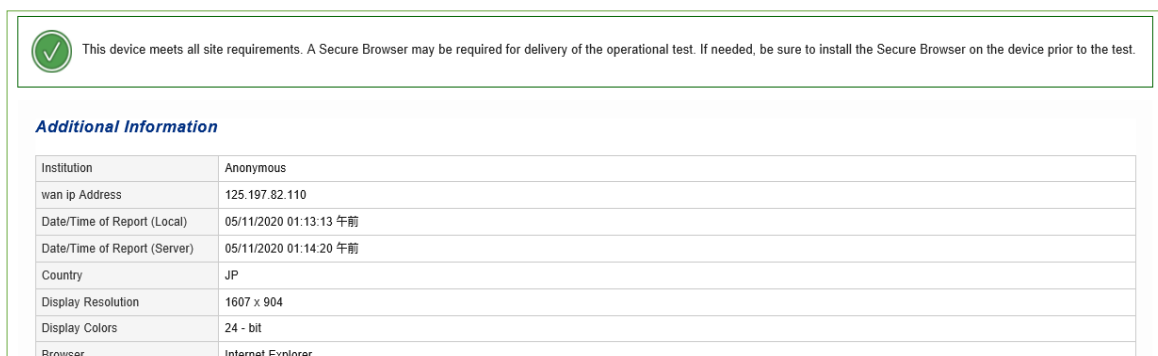
- ③ When the screen below appears, click **〔Run System Check〕**.



- ④ Click **〔Run Check〕** without entering any information.
(It will take a couple of minutes to complete.)

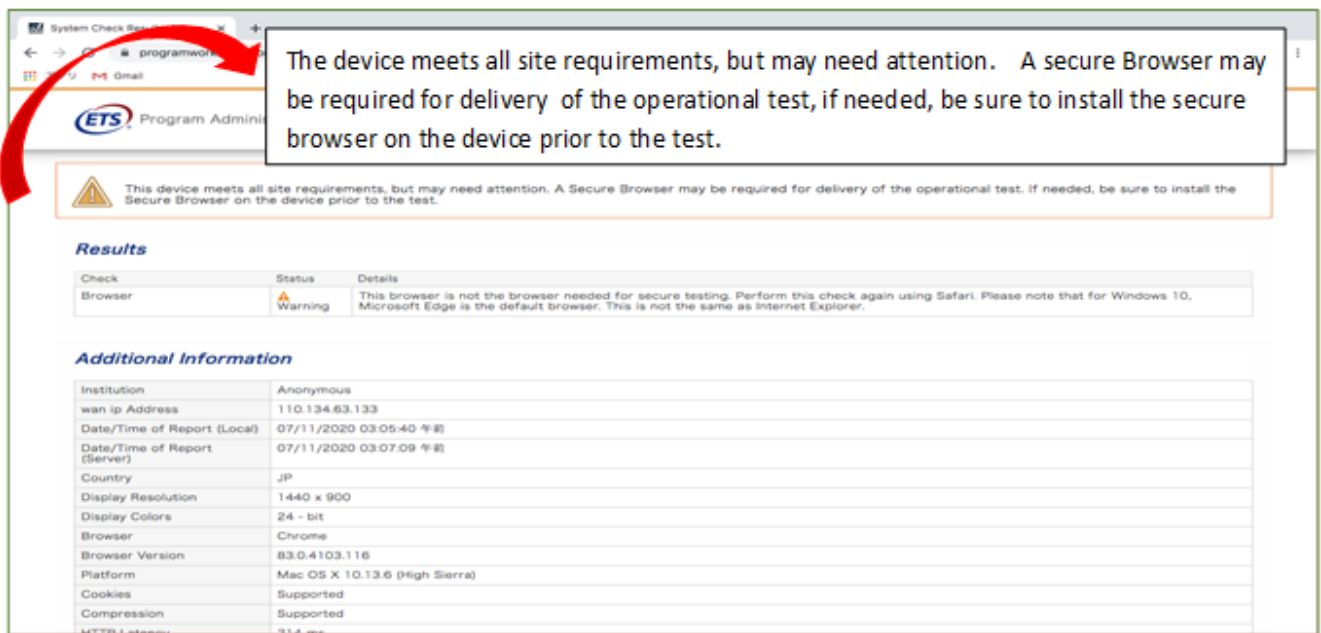


- ⑤ If the system check is completed successfully, the green check mark ✓ will be displayed.



⑥ When finished, close the check screen to exit.

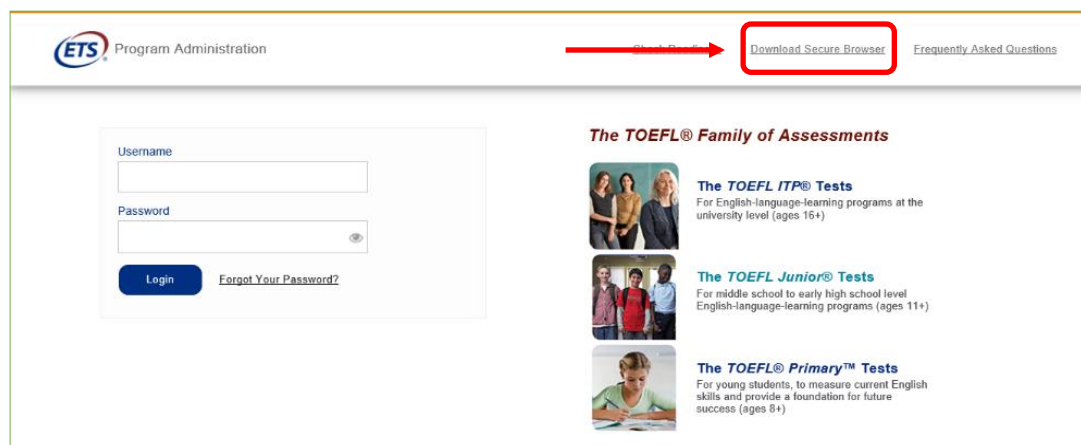
Even if the warning sign is displayed as below, as long as the message is the same as follows, please close the screen and move on to the Step2.



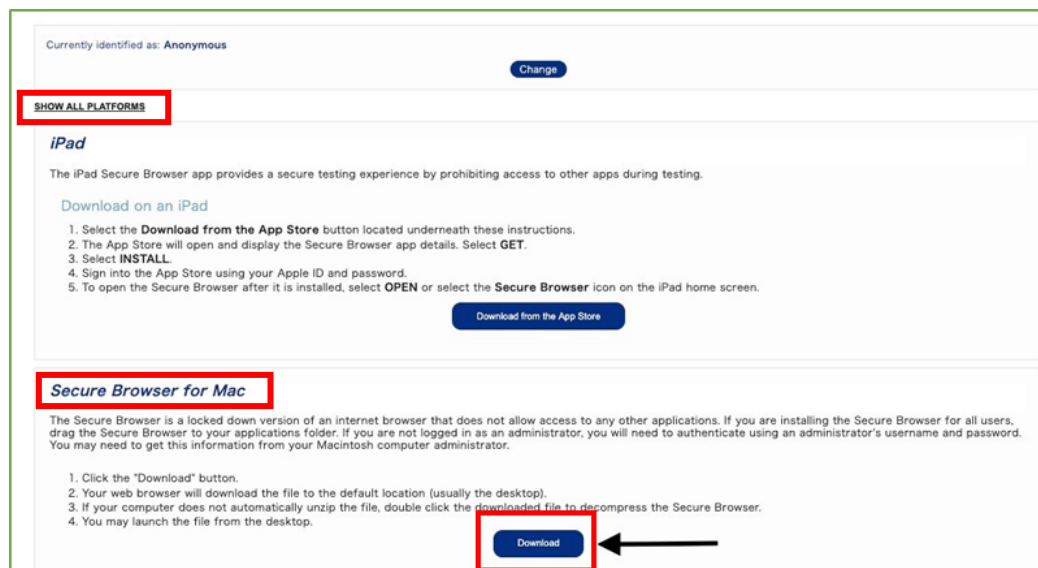
◆ Step 2 Download TOEFL Secure Browser

◀How to download the TOEFL Secure Browser▶

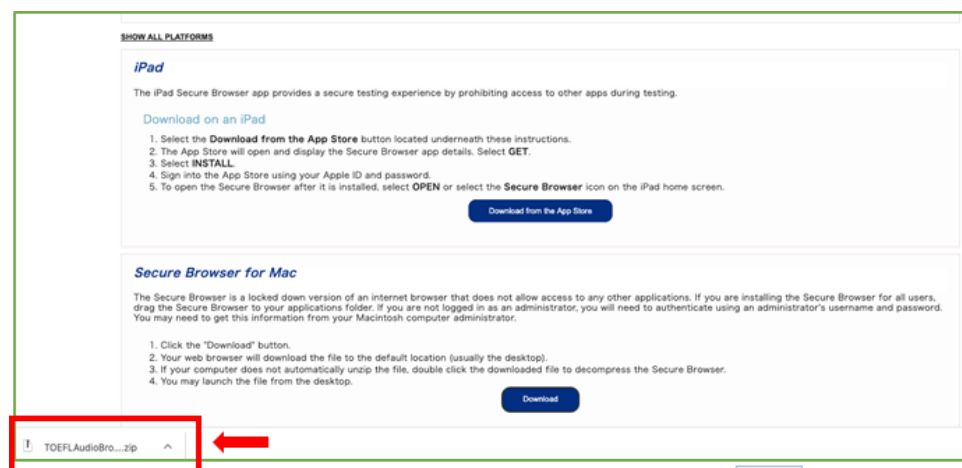
- ① Access to www.ets-ellonline.org/ again.
- ② Click [Download Secure Browser] .




- ③ Click [**SHOW ALL PLATFORMS**] , then click [**Download**] of Secure Browser for Mac.



- ④ Once the download completed, on the screen below, click [...zip/] and select [**Open**].



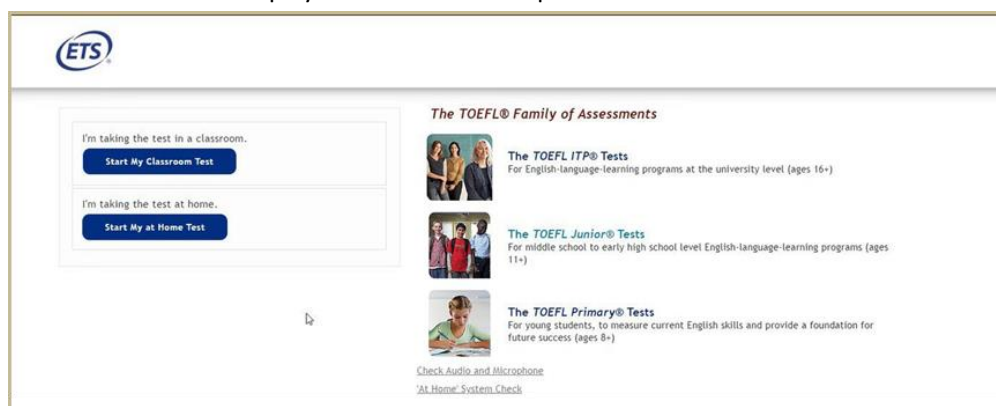
- ⑤ Double-click the zip folder in the download folder in Finder. Move the icon  to the desktop.

*For Mac, it will be displayed as **the TOEFL Audio Browser**.

◆ Step 3 Confirm TOEFL Secure Browser startup

- ① Double-click the icon on the desktop.
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.

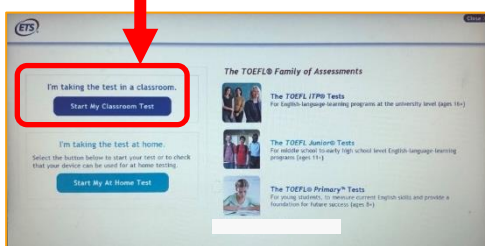


-----This will be all for preliminary preparation-----

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 Launch the TOEFL Secure Browser

- ② Click **Start My Classroom Test**



**Do not select
"Start My At Home Test"!**

- ③ Enter Session Number and click

Submit

*Enter half-width numbers including the hyphen(-).



- ④ Personal information entry window.

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 25+your examination number (Your examination number is written on your examination voucher or acceptance letter).

- ⑤ If Student Confirmation displayed on the screen is correct, click **Yes**

If you receive an error message that the information you entered is incorrect, the spelling of your name, Student ID, or the numbers of your date of birth may be incorrect. Please check your pre-registered information and re-enter it again on the screen of instruction ④.

- ⑥ Please wait until you are allowed.
(Waiting screen)

When it is time to start the test, the proctor will allow you to begin the test. It may take 4-5 minutes to be approved, however, please relax and wait for a moment, as the test duration will not be shortened.

★You can apply for the test 15 minutes before the test starts.

You may begin the test as soon as you are allowed.

- ⑦ Once you are allowed, you will automatically be taken to the test start screen.

*Please follow the instructions below to proceed.

- ① Your Profile screen→ Answered the questionnaire about studying English, then click [Save] .
- ② Explanation for Copyright→ Click [NEXT] .
- ③ Confidentiality Agreement Yes/No →Select [Yes] .
- ④ General Directions screen→ Click [NEXT] .
- ⑤ Headset wearing confirmation screen (The message, "Put on your headset", will appears)
→Click [NEXT] . **You will not hear the audio until you click [Next] .**
→Please adjust the volume.
- ⑥ Checking Microphone screen
→Record your voice by reading the sentences on the screen. Check if the audio is clear.

**※If you cannot hear the audio in ⑤ or ⑥ above , do not start the test.
In that case, please contact College of International Relations.**

From the beginning of the test to the end, the proctor will be monitoring the progress of the test constantly. The proctor may pause the test without your consent and contact you in the following case.

- In case that unusual progress is observed.
- In case that the proctor suspects the act of dishonest or cheating.

Important instructions during the test

- ◆ This test has a time limit. Please check the timer displayed on the upper right corner of the screen during the test.
- ◆ As for Section2 and 3, you can add a check mark to review your answer 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 left for Section 2, you can move to-Section 3. However, you cannot go back to the previous section.
- ◆ In Section 2 and 3, the timer becomes yellow 5 minutes before the end, and an alert appears. When time is up, the section will be automatically terminated.
- ◆ During the speaking section, try to speak loud and clearly. The score of speaking section will be judged by AI, so if your voices is not clear enough you may not receive a score.

Review

✓ = 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 | ✓ |

How to troubleshoot problems during the test

✂ It is illustrated in a chart on p. 10.

- During the test, if the screen freezes, behaves strangely, or displays any message on the screen, Press **Ctrl** + **Shift** + **Q** to pause the test and close the Secure Browser.
(If a message appears on the test screen and you press OK, the Secure Browser will close automatically.)
- If your PC freezes and does not work during the test, Press **command** + **option** + **Shift** + **Q** to restart the PC.
- In the above cases, or if the Secure Browser unexpectedly closes during the test, you will be returned to the desktop screen, so double-click the "TOEFL Secure Browser" in the download folder again without any security software or other applications or software running.
Once the Secure Browser opens, enter your Session Number, personal information, and wait for a moment until the proctor allows you to take the test.

Once approved, the test will restart from where it stopped.
The suspended time will not count toward the test duration, so please relax and take your time.

At the end of the test

After the test is completed, the score screen will appear.

The [Print] and [Exit] buttons are located in the lower right corner of the score screen.

cf. Please note that you will not be able to go back to the score screen after clicking [Exit].

■If you want to keep score

To print, click [Print] and print out a copy. You can also take a picture of the screen and save it.

※In case that PC freezes while printing out the score report

If the score report is displayed, the test has been successfully completed.

However, you will not be able to go back to the printing screen even if you log in again.

Please be sure to destroy or delete any notes taken during the test after the test is completed.
If the contents of the test are leaked as a result of this, you will be subject to punishment.

*******Help desk*******

College of International Relations : irassist@st.ritsumei.ac.jp

Troubleshooting-Solutions (For Mac) ~On Test Day~

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 cannot hear the sound in the audio check.

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

Suddenly, the TOEFL Secure Browser shut down.

**A computer freezes.
(A computer does not work at all.)**

« Contact »

College of International
Relations

irassist01@st.ritsumeai.ac.jp

First

Ctrl + Shift + Q

Pause the test and close the
TOEFL Secure Browser.

The test is in a paused state.

Command+Option+Shift+Q

Control + Command +Power button

Control + Command +Media Eject

Reboot the computer.

※Shortcut keys vary depending on the PC

<Back to the desktop screen>

Make sure that all other software and apps are closed.

⇒ 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 cannot resume the test with the troubleshooting-solutions above, please contact the Helpdesk (College of International Relations).

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 does not change at all.

*When the proctor pauses the test, the message below will appear.
In that case, Click OK. Contact the Helpdesk.

