

# The TOEIC® Listening & Reading Test in Institutional Program(Online) takes about 1 hour. Your score will be displayed immediately after completing the test.

\*There is no change in test time when taking the TOEIC® Listening & Reading Test (TOEIC L&R) (in Secure Program <SP> and Institutional Program <IP>) that uses the mark sheet method.

\*The name of the test on the test screen is "TOEIC® Listening & Reading Test Multi-Stage Adaptive Version".

## TOEIC® L&R in IP (Online) Overview



### Listening

45 questions /  
approx. 25 min.  
5-495 points



### Reading

45 questions /  
37 min.  
5-495 points

90 questions /  
approx. 1 hour  
10~990 points  
(Scores are in 5-point  
increments.)

## The meaning of the score is the same as that of the mark sheet method.

\*Abilities Measured (percentage of correct answers per ability type) are not included in the test results.

The TOEIC® L&R in IP (Online) incorporates the CAT (Computer Adaptive Test) mechanism.

### ◆ What is a CAT (Computer Adaptive Test)?

It is an adaptive test system that changes the test questions to be asked according to the ability of the examinee. In a CAT, ability is measured using only problems with difficulty levels determined according to the ability of each examinee. Therefore, it is generally possible to calculate the examinee's ability (score) with a smaller number of questions (=shorter amount of time) than with a paper-based test.

## TOEIC® L&R in IP(Online) Question Structure

In the TOEIC® L&R in IP(Online), the Listening and Reading sections each have a common set of questions (25 questions) in UNIT ONE. In UNIT TWO, each examinee has a different set of questions (20 questions) given based on the correctness of their answers in UNIT ONE.

UNIT	Name of each part	No. of questions
Listening Section (approx. 25 minutes)		
UNIT ONE	Photographs	3
	Question-Response	4
	Conversations (with and without a visual image)	9
	Talks (with and without a visual image)	9
UNIT TWO	Question-Response	5
	Conversations (with and without a visual image)	9
	Talks (with and without a visual image)	6
Reading Section (37 minutes)		
UNIT ONE (approx. 23 minutes)	Incomplete Sentences	5
	Text Completion	4
	Reading Comprehension	16
UNIT TWO (approx. 14 minutes)	Incomplete Sentences	7
	Text Completion	4
	Reading Comprehension	9

\*The question format is the same for each part with the same name.

\*Even if you proceed to UNIT TWO before the allotted time in UNIT ONE has expired, that additional time will not be carried over to the allotted time for UNIT TWO.

\*In the Reading section, you can check and correct answers to questions you have answered within the allotted test time of each UNIT. However, after proceeding to UNIT TWO, you cannot return to UNIT ONE.

## TOEIC® Listening & Reading IP Test (Online) Guidelines

### ◆ Notes on taking the test

1. You can take the test anytime you like during the test period. Please be sure to finish the test by the last day of test period.
2. Please prepare headphones or earphones for the Listening section if necessary.
3. When the timer reaches zero (or you have clicked the “Finish Test” button), the test session is considered to be finished and will be scored.

\*Please note that if you close your browser without proceeding to the Score Display Screen, your test will not be scored.

4. Please check the following test operating environment.

Please note that you cannot take the test on smartphones.

\*App installation is necessary if taking the test on iPad.

OS	Browser	Others
<ul style="list-style-type: none"> <li>•Windows 8.1 (32- or 64-bit)</li> <li>•Windows 10 (64-bit only)</li> <li>•Windows 11 (64-bit)</li> </ul>	<ul style="list-style-type: none"> <li>•Google Chrome latest version</li> <li>•Microsoft Edge latest version</li> </ul>	<p>&lt;Monitor resolution&gt; 1024×768 or higher is recommended.</p> <p>&lt;Screen size&gt; 14 inches or larger is recommended</p> <p>&lt;Recommended network environment&gt; LAN: 100Mbps for each PC Wi-Fi: 54 Mbps or higher. Up to 12 PCs per access point</p>
<ul style="list-style-type: none"> <li>•macOS 10.14 Mojave</li> <li>•macOS 10.15 Catalina</li> <li>•macOS 11 Big Sur</li> <li>•macOS 12 Monterey</li> <li>•macOS 13 Ventura</li> </ul>	<ul style="list-style-type: none"> <li>•Google Chrome latest version</li> <li>•<b>*Not compatible with Safari.</b></li> </ul>	

\*Windows/Microsoft Edge, macOS/Google Chrome are not included in the system requirements specified by ETS, the test developer. However, they are confirmed to operate by IIBC verification.

5. An Authorization Code is required to take the TOEIC Listening & Reading IP Test (Online). The code will be sent to the email address that you registered. Please keep the code as you may need it later.
6. Please note that you may not be able to take the test due to regular or emergency maintenance.
7. The test title that appears on the screen is TOEIC Listening & Reading Test Multi-Stage Adaptive Version.

### ◆ Test interruption and restart due to trouble

If you have a problem such as a computer malfunction during the test, close the tab and stop the test. After that, re-access the test website, enter the Authorization Code and log in using the procedure you used to start the exam. The “Resume Test” button will be displayed. Click the “Resume Test” button and the test will restart from where you interrupted.

### ◆ Prohibited acts










1. Providing, transferring or reselling your Authorization Code to a third party.
2. Recording (video/audio recording) or copying test items.
3. Leaking test items.
4. Cheating.
5. Sending harmful programs, etc.
6. Acts that violate laws, public order, or morals.
7. Any other acts that interfere with the system administrator or unjustly violate the rights of third parties.

**Your test score may be invalidated when any cheating is confirmed.**





### ◆ Disclaimer

The operator will not be responsible for any damage caused by the device or communication of the examinee, or any damage caused by the TOEIC Listening & Reading IP Test (Online) or any changes, suspensions, or abolitions of the site.

◆ **Screen images: Steps to starting the test**

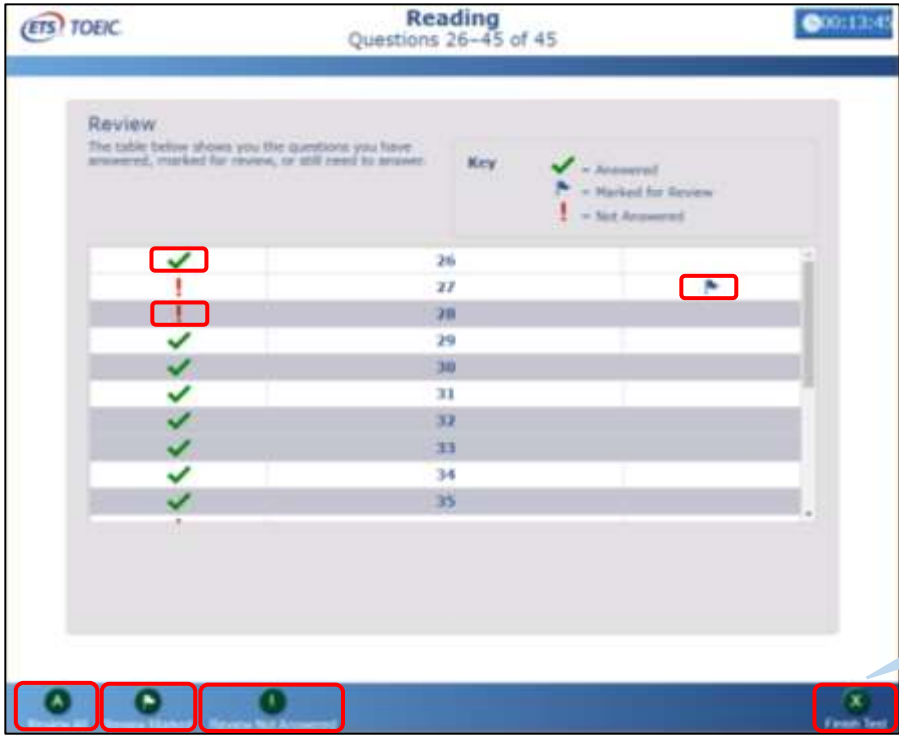
		
1. Enter your Authorization Code and click "SUBMIT".	2. Click "Start Test".	3. Click "Continue".
		
4. Accept the displayed agreement and select "Yes". Click "Next".	5. Some instructions are displayed. Click "Next".	6. Confirm prohibited acts and click "Next".
		
7. Click "Volume" in the upper right corner, move the cursor to adjust the volume, then click "Next". <i>*It may take 1 or 2 minutes for the test sound to be heard, depending on the internet environment. You might have troubles in the listening section, if you cannot hear the sound here.</i>	8. Listen to the test instructions and click "Next".	9. The Listening section will begin.  Please follow the guidelines.

◆ **Reading section icon descriptions**

	A countdown timer will appear in the right upper corner of the screen. Please pay attention to the displayed remaining time for each UNIT. Test sections (parts) without the timer display are not counted down. As the Reading section's test time for UNIT ONE is approximately 23 minutes and approximately 14 minutes for UNIT TWO, <i>the remaining time displayed in the countdown timer when the test starts may not be exactly 23/14 minutes depending on which time you are taking the test.</i>
	If you click the white checkbox, a checkmark will appear, and this will help you find the items you would like to review later. <i>After proceeding to UNIT TWO, it is not possible to review items in UNIT ONE.</i>
	You can open the tab of the item list. Please see the description of the Review screen on the next page for more information.
	You can move to the previous item with the "Back" button and to the next item with the "Next" button.

Review screen description

- \*There is a "Review" screen for each unit. Once you finish UNIT ONE, you cannot confirm or correct any items in UNIT ONE.
- \*Even if you proceed to UNIT TWO with time left in UNIT ONE, the remaining time in UNIT ONE will not be carried over to UNIT TWO.



	Appears on an item that has been answered
	Appears on an item that remains unanswered
	Displayed on an item that has been checked as "Mark item for review"
	Back to the beginning of each UNIT (Directions page of "Incomplete Sentences")
	Back to the first item that has marked as "Mark item for review". By clicking "Next" with this, you can review the only items that have marked as "Mark item for review"
	Go back to the first unanswered item. You can review only unanswered items by clicking "Next".
	Displayed on the UNIT ONE Review screen. If you click "Finish Unit" that appears after clicking "Next Unit", you can proceed to UNIT TWO even during the UNIT ONE test time. However, please note that once you proceed to UNIT TWO you will be unable to return to UNIT ONE. Furthermore, remaining time in UNIT ONE will not be carried over to UNIT TWO.
	Displayed on the UNIT TWO Review screen. By clicking "Finish Test", you can finish the test even before the end time. Please note that once you click this, you will not be able to restart the test.

If you have any questions or concerns, please call the TOEIC Program <IP Test (Online)> Help Desk.

\*When making an inquiry, please tell the operator the name of your affiliated group.

TOEIC Program <IP Test (Online)> Help Desk  
TEL: 03-5521-5912 (Weekdays only: 10:00am – 5:00pm)