



TOEIC Examinee Handbook

LISTENING & READING



*The TOEIC® Test
Know English. Know Success.*

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About the TOEIC Listening and Reading Test

The TOEIC® Listening and Reading test is an English-language proficiency test for people whose native language is not English. It was developed to assess the English-language listening and reading skills needed in the workplace and everyday life. TOEIC Listening and Reading test scores indicate how well a person can communicate in English with others in a business setting. The test does not require specialized knowledge or vocabulary beyond that of a person who uses English in everyday workplace activities.

The TOEIC Listening and Reading Test Format

The TOEIC Listening and Reading test is a two-hour multiple-choice test that consists of 200 questions divided into two sections:

- **Listening Section:** The Listening section tests how well you understand spoken English. It consists of four parts and contains 100 questions administered by CD. You will be asked to answer questions based on a variety of statements, questions, conversations, and talks recorded in English.
Total time: approximately 45 minutes.
- **Reading Section:** The Reading section includes three parts, testing how well you understand written English. You will read a variety of materials and respond at your own pace to 100 questions based on the content of the materials provided to you.
Total time: 75 minutes.

TOEIC® LISTENING SECTION		TOEIC® READING SECTION	
PART	Listening Comprehension: 100 items	PART	Reading Comprehension: 100 items
1	Photographs: 6 questions	5	Incomplete Sentences: 30 questions
2	Question-Response: 25 questions	6	Text Completion: 16 questions
3	Conversations: 39 questions; 13 conversations with 3 questions each	7	Single Passages: 29 questions; 10 reading texts with 2–4 questions each
4	Talks: 30 questions; 10 talks with 3 questions each	8	Multiple Passages: 25 questions; 5 sets of double or triple passages with 5 questions per set

Frequently Asked Questions

Who takes the TOEIC test?

- Personnel who use English in real-life work settings, such as businesses, hotels, hospitals, restaurants, international meetings, conventions, and sporting events
- Managerial, sales and technical employees in international business, commerce and industry who require English for their work
- Government agencies looking to make informed decisions
- Academic institutions preparing for student admissions, placement and exiting, as well as measuring the effectiveness of their English-language training programs
- Individuals who are preparing to enter the workplace
- Candidates for training to be conducted in English
- Individuals in English-language training programs

Why take the TOEIC test?

The TOEIC® program is the global standard for assessing English-language communication skills needed in the workplace. The TOEIC tests are the most widely used around the world with more than 14,000 organizations across more than 160 countries trusting TOEIC scores to inform the decisions that matter. As a fair and objective measure of English proficiency, the TOEIC® Listening and Reading test will enable you to:

- Verify your current level of English proficiency
- Qualify for a new position and/or promotion in a company
- Enhance your professional credentials
- Monitor your progress in English
- Set your own learning goals
- Involve your employer in advancing your English ability

Frequently Asked Questions (Continued)

When and where can I take the TOEIC test?

The TOEIC test is administered on all working days in Vietnam, Laos, Cambodia, Myanmar and available upon customers' request. For further information about TOEIC test dates and registration procedure, please contact IIG.

How often can I take the TOEIC test?

According to IIG's regulations, it needs at least 05 working days between two consecutive TOEIC tests.

How much does the TOEIC test cost?

TOEIC prices vary worldwide. To inquire about please contact IIG in Vietnam, Laos, Cambodia, and Myanmar.

What score do I need to “pass” the TOEIC test?

The TOEIC test is not the kind of test you “pass” or “fail”. Not every job or task requires the same level of English proficiency. Because it was developed specifically to meet the needs of the workplace, the TOEIC test measures many levels of ability. It enables test takers to demonstrate what they can currently accomplish in English. The single, continuous scale also makes it possible for learners to set attainable goals and to measure their progress as their English improves.

Many companies use the TOEIC test to set their own score standards based on the levels of English necessary to carry employees to have a minimum TOEIC score due to the corresponding level of English that needed on the job. Many companies offer English-language training to help their employees reach target TOEIC scores, which reflect specific levels of proficiency based on professional need.

Also, academic institutions may use certain cut scores to place students in the appropriate English-language course in their training program or for exit exam purposes.

From what kind of contexts are the TOEIC test questions drawn?

These are some examples of the settings, situations, and formats you may find in TOEIC test questions:

- **Corporate Development:** research, product development
- **Dining Out:** business and informal lunches, banquets, receptions, restaurant reservations
- **Entertainment:** cinema, theater, music, art, exhibitions, museum, media
- **Finance and Budgeting:** banking, investments, taxes, accounting, billing
- **General Business:** contracts, negotiations, mergers, marketing, sales, warranties, business planning, conferences, labor relations
- **Health:** medical insurance, visiting doctors, dentists, clinics, hospitals
- **Housing/Corporate Property:** construction, specifications, buying and renting, electric and gas services
- **Manufacturing:** assembly lines, plant management, quality control
- **Offices:** board meetings, committees, letters, memoranda, telephone, fax and e-mail messages, office equipment and furniture, office procedures
- **Personnel:** recruiting, hiring, retiring, salaries, promotions, job applications, job advertisements, pensions, awards
- **Purchasing:** shopping, ordering, supplies, shipping, invoices
- **Technical Areas:** electronics, technology, computers, laboratories and related equipment, technical specifications
- **Travel:** trains, airplanes, taxis, buses, ships, ferries, tickets, schedules, station and airport announcements, car rentals, hotels, reservations, delays, and cancellations

If I have a disability, can I still take the TOEIC test?

In response to requests from individuals with disabilities, IIG will make special arrangements with test center supervisor to administer the TOEIC test with accommodations. All the requests for accommodations must be sent two weeks in advance.

Why does the TOEIC program require test takers to use only pencils and no other writing instruments?

It has always been the industry standard, set by makers of the optical scanners used to read answer sheets, that only No. 2 pencils be used to mark responses on the answer sheets. This ensures proper reading of the response ovals during the scoring process. Like other testing programs, ETS requires TOEIC test takers to use only No. 2 pencils to fill in the

answer sheets. Other writing instruments, such as pens, are not permitted, as they can make the answers bleed over or stain the answer sheets in a way that causes errors in scanning. ETS makes the No. 2 pencil requirement clear to all test takers, and if the use of other instruments creates errors in the scanning process, the result is the test taker's sole responsibility.

The *TOEIC* program does not permit mechanical pencils, mechanical erasers, or pens into the testing room because security incidents in the past have demonstrated that information can be brought into the test room, or test items can be removed from the test room, using an unapproved writing instrument.

Preparing to Take the TOEIC Test

How To Get Ready To Take the TOEIC Test

The TOEIC test is not based on the content of any particular English course but rather on your English-language proficiency - your overall ability to use English.

Improvement in proficiency may take some time and is generally achieved through a combination of practice and study. The TOEIC Listening and Reading test does not test business knowledge, and you are not required to know specialized business and technical vocabulary beyond what is used in everyday work activities.

Before taking the TOEIC test, there are several things you can do to prepare for the test and improve your English proficiency:

- Become familiar with the test format and know how to mark your answers on the answer sheet. You can then focus your attention on the test questions themselves. Carefully review the test directions and the sample questions on pages 7 - 13 and the sample Background Questionnaire and sample answer sheet on pages 14 - 17
- Immerse yourself in the language as frequently as possible and in as many ways as possible if it has been some time since you have had contact with English. Reading, watching TV and videos, listening to recordings, taking an English course, and speaking with friends and colleagues are some of the ways to practice English.

Test Day Procedures

During the Test

- Work quickly and carefully.
- Do not spend too much time on any one question.
- Mark your answers on your answer sheet and not in the test book.
- Mark only one answer for each question. If you mark more than one answer, that question will be counted wrong — even if one of the answers you marked is correct.
- You will receive credit only for answers marked in the circles on the answer sheet. Your score will be based on the number of questions you answer correctly. There is no penalty for guessing.
- Try to answer every question to the best of your ability.
- Pay close attention to the time during the Reading section of the test. In the Reading section (75 minutes) you have to pace yourself, so work quickly and if you do not know the answer to a question, come back to it later.
- You may not use note paper.

Identification Requirements

All test takers must read Part 1. Depending on whether you will be taking the test within or outside your country of citizenship, you must also read either Part 2 or Part 3, as appropriate.

Part 1: Information for All Test Takers

- You must have acceptable and valid ID with a signature and photograph to be admitted to a test center. Expired documents are not acceptable. The photograph on your ID document must be recent and recognizable. Original documents must be presented; copies or electronic documents are not acceptable. Identification requirements are strictly enforced. It is your responsibility to read and understand the instructions and requirements.
- If you arrive at the test center without the required identification, the test administrator will not admit you, you cannot take the test, and you forfeit your test fee.

When registering for the test, you must use exactly the same name that appears on the primary identification document you will present at the test center. Make sure to provide your entire first (given name) and entire surname (family name). Do not register under a nickname. If the name shown on your primary identification does not match the name used at registration, you will not be permitted to take the test. Check the name on your registration confirmation document. If the name does not match the name on your primary ID document, contact HG.

- Only misspellings of your name can be corrected at check-in — name changes will not be made. If your name has changed for any reason, including marriage, you must still present primary identification in the name under which you registered, or you will not be permitted to take the test.
- If the test center administrator questions the ID you present, you will be required to present additional proof of identity.

Preparing to Take the TOEIC Test (Continued)

- If positive confirmation cannot be made, you may be refused admission to the test center and forfeit your test fee. Admittance to the test center does not imply that your form of identification is valid or that your scores will be reported. All reported cases of questionable ID are subject to review and approval by the ETS Office of Testing Integrity.

Test center personnel will check your identification before assigning you a seat at the test center. The administrator will check your signature to verify that you are the person in your photo identification.

- The photograph in your ID document must be recent and recognizable. For example, a ten-year-old photograph taken during childhood is not acceptable.

Acceptable primary Identification Documents

- Passport with photograph and signature
- National identification with photograph and signature
- Military identification with photograph and signature

Acceptable Secondary Identification Documents

In case test takers are too young to get an Identification Card or Passport, they can use certificate of birth accompanied with an identification document with photograph and signature.

Unacceptable Identification Documents

- Any expired ID
- International driver's license
- Employee ID
- International student card
- Credit or debit card of any kind
- Social Security card
- Learner's permit or any temporary identification document
- Notary-prepared letter or document
- Photocopy of ID

If you cannot meet the specified ID requirements or if you have questions about ID, please contact IIG before registering for the test.

Part 2: For local citizenship

Only one form of primary ID is needed if your primary ID document contains a photograph and signature. Please see the list of acceptable primary ID documents on the previous page. However, if the test administrator has any concerns about the primary ID document, you will be required to present a secondary ID from the list above.

- **An acceptable identification card is one that is valid, without a plastic cover. All candidates with torn identification card, identification card without a clear stamp or ones with signs of fixing information, ones with unclear personal information and identification features will not be accepted.**
- If your ID card does not have sufficient information about your date of birth, the date of birth appearing on certificate will be January 1st, your year of birth.

Part 3: For foreigners

You **must present your passport** as your primary identification document. If you do not meet this requirement, your test scores may not be reported.

If your passport is not written in **English-language letters**, you must also present an additional ID from the list of secondary identification documents (see "Acceptable Secondary Identification Documents" on this page) that contains a recent, recognizable photograph and is in English.

Preparing to Take the TOEIC Test (Continued)

If your passport **does not contain your signature**, you must either sign your passport or present an additional ID from the list of secondary identification documents (see “Acceptable Secondary Identification Documents” on this page)

Test center Procedures and Regulations

The following procedures and regulations apply during the entire test session, which begins when you are admitted to the test center and ends when you leave the test center:

- Dress so that you can adapt to any room temperature
- Friends or relatives who accompany you to the test center will not be permitted to wait in the test center or be in contact with you while you are taking the test. Except for ETS-authorized observers, visitors are not allowed in the testing room while testing is in progress.
- ID verification at the test center may include thumb printing, photographing, video recording, signature comparison, or other forms of electronic ID confirmation. If you refuse to participate, you will not be permitted to rest and you will forfeit the test fee. This is in addition to the requirement that you must present an acceptable and valid ID.
- Other than ID, personal items are not allowed in the testing room. Before the test, you will receive instructions from test center staff regarding where to deposit items such as cell phones, pagers, handbags, watches, and study materials. Storage space is limited, so plan accordingly. You will not have access to your personal items during the test.
- Test centers assume no responsibility for candidates’ personal belongings.
- The test administrator will assign you a seat.
- On occasion, weather conditions or other circumstances beyond the control of ETS or the test administrator may require a delayed start or the rescheduling of your test.
- In the event that a technical problem at the test center makes it necessary to cancel your test session or if it is later determined that your scores could not be reported, you will be offered the opportunity to retest free of charge or receive a full refund of the original test fee.
- No test taker will be admitted after test materials have been distributed.
- Using any aid in connection with the test, including pens; mechanical pencils; scan pens or other scanning devices; calculators; calculator or computing watches; analog, digital or smart watches; wearable technology; books; pamphlets; notes; unauthorized scratch paper; rulers; highlighter pens; stereos or radios with headphones; mobile phones; smart phones; watch alarms; stop watches; dictionaries; test preparation materials; translators; and any electronic, listening, recording, scanning or photographic devices are not permitted.
- Paper of any kind is not permitted in the testing room.
- You may not mark or underline words in the test book or make notes in the test book or on the answer sheet.
- You must have the supervisor’s permission to leave the testing room. Any lost time cannot be made up.
- There is no scheduled break during the TOEIC test. If you must leave the testing room, you are required to give the supervisor your identification document(s) before you leave the room. You will not be permitted to make up the time you lose.
- Each section has a different time limit. Remember, during the time allowed for each section, test taker must work only on that section. You must not go back to a section you have already worked on, and you must not start the next section until you are told to do so.
- At the conclusion of the test, you will be required to return your test book and answer sheet to the test supervisor.

Report Suspicious Behavior

Although tests are administered under strict supervision and security measures, testing irregularities may sometimes occur. Contact IIG as soon as possible to report any observed behavior that may lead to an invalid score. Examples include, but are not limited to:

- Copying from another test taker,
- Taking the test for another person
- Having access to test questions before the test
- Using notes or accessing a mobile phone or any electronic device or wearable technology.
- Using a fake ID
- Accessing or using notes

Preparing to Take the TOEIC Test (Continued)

All information will be held in strictest confidence.

Dismissal from Test Session

A test administrator/supervisor is authorized to dismiss you from a test session, or your scores may be canceled due to violations such as, but not limited to, the following:

- Attempting to take the test for someone else or having someone else take the test for you
- Failing to provide acceptable identification as described herein, including refusal to allow a photograph and/or fingerprint to be taken
- Obtaining improper access to the test, a part of the test, or information about the test
- Using a telephone or cell phone during the test session
- Having a mobile phone, smartphone, tablet, or any other electronic, listening, recording, scanning, photographic device, or wearable technology in the test center. If you are found to be in possession of any of these devices before, during, or after the test administration, your device may be inspected and/or confiscated, and you will be dismissed from the test. Your test fees will be forfeited, and your scores will be canceled, even if dismissal is not enforced on the day of the test. You may also be banned from taking any future ETS test.
- Creating a disturbance (disruptive behavior in any form will not be tolerated; the test administrator/supervisor has sole discretion in determining what constitutes disruptive behavior)
- Attempting to give or receive assistance (Communication in any form is not permitted during the test administration. Discussion or sharing of test content or answers during the test administration, during breaks, and after the test is prohibited.)
- Removing or attempting to remove test content from the test center. (Under no circumstances may test content or any part of the test content be removed, reproduced, and/or disclosed by any means [e.g., hard copy, verbally, electronically] to any person or entity.)
- Bringing a weapon or firearm into the test center
- Bringing food, drink, or tobacco into the testing room
- Leaving the test center vicinity during the test session or during breaks
- Leaving the testing room without permission
- Taking excessive or extended unscheduled breaks during the test session (Test center administrators are required to strictly monitor unscheduled breaks and report test takers who take excessive or extended breaks.)
- Referring to, looking through, or working on any test or test section when not authorized to do so, or working after time has been called
- Failing to follow any of the test administration regulations in this Examinee Handbook, given by the test administrator/ supervisor, or specified in any test materials

IIG Vietnam is authorized to dismiss you from a test session or ban you from taking any future tests administered by IIG Vietnam for any actions that violate the policies and procedures set forth herein. In such cases, your scores will be withheld and ultimately canceled, and your test fees will be forfeited.

In case your tests cannot be scored due to any technical errors which result from the process of filling out your answer sheet information, or your test results need to be verified, IIG Vietnam will offer you to retake the exam free of charge within 30 days of the notification date. If you are not present at the test site for test retake, IIG Vietnam will refund the test fees and stop providing you with any future services.

Sample Questions

With 200 questions. The TOEIC test measures a wide range of English proficiency. The following sample questions do not indicate the full range of difficulty you find in an actual TOEIC test

General Directions

The following general directions are taken directly from the test book. After the general directions are specific directions for each part of the test, along with sample questions for each of the parts.

This test is designed to measure your English-language ability. The test is divided into two sections: Listening and Reading.

You must mark all of your answers on the separate answer sheet. For each question, you should select the best answer from the answer choices given. Then, on your answer sheet, you should find the number of the question and fill in the space that corresponds to the letter of the answer that you have selected. If you decide to change an answer, completely erase your old answer and then mark your new answer.

Section I: Listening

In the Listening test, you will be asked to demonstrate how well you understand spoken English. The entire Listening test will last approximately 45 minutes. There are four parts, and directions are given for each part. You must mark your answers on the separate answer sheet. Do not write your answers in your test book.

Part I: Photographs

Directions: For each question in this part, you will hear four statements about a picture in your test book. When you hear the statements, you must select the one statement that best describes what you see in the picture. Then find the number of the question on your answer sheet and mark your answer. The statements will not be printed in your test book and will be spoken only one time.

Look at the example item below

Example

You will see:



You will hear: Now listen to the four statements.

- (A) They're moving some furniture.
- (B) They're entering a meeting room.
- (C) They're sitting at a table.
- (D) They're cleaning the carpet.

Statement (C), "They're sitting at a table," is the best description of the picture, so you should select answer (C) and mark it on your answer sheet.

Sample Questions (continued)

Question 1

You will see:

1.



You will hear: 1. Look at the picture marked number 1 in your test book.

- (A) He's shoveling some soil.
- (B) He's moving a wheelbarrow.
- (C) He's cutting some grass.
- (D) He's planting a tree.

Question 2

You will see:

2.



You will hear: 2. Look at the picture marked number 2 in your test book.

- (A) A woman is putting on a pair of shoes.
- (B) A woman is dusting a television screen.
- (C) A woman is watching television.
- (D) A woman is plugging a power cord into an outlet.

Part 2: Question-Response

Directions: You will hear a question or statement and three responses spoken in English. They will not be printed in your test book and will be spoken only one time. Select the best response to the question or statement and mark the letter (A), (B), or (C) on your answer sheet.

Example

You will hear: Where is the meeting room?

- You will also hear:
- (A) To meet the new director.
 - (B) It's the first room on the right.
 - (C) Yes, at two o'clock.

The best response to the question "Where is the meeting room?" is choice (B), "It's the first room on the right," so (B) is the correct answer. You should mark answer (B) on your answer sheet.

Sample Questions

Question 7

You will hear: 7. Where's the new fax machine?

- You will also hear:
- (A) Next to the water fountain.
 - (B) I'll send a fax tomorrow.
 - (C) By Wednesday.

Question 8

You will hear: 8. How well does Thomas play the violin?

- You will also hear:
- (A) Sure, I really like it.
 - (B) Oh, he's a professional.
 - (C) I'll turn down the volume.

Question 9

You will hear: 9. Martin, are you driving to the client meeting?

- You will also hear:
- (A) Oh, would you like a ride?
 - (B) Nice to meet you, too.
 - (C) I thought it went well!

Question 10

You will hear: 10. Mariko announced that she's retiring in April.

- You will also hear:
- (A) How many did you count?
 - (B) I'm not tired at all.
 - (C) Right, she's been here twenty-five years

Sample Questions (continued)

Part 3: Conversations

Directions: You will hear some conversations between two or more people. You will be asked to answer three questions about what the speakers say in each conversation. Select the best response to each question and mark the letter (A), (B), (C), or (D) on your answer sheet. The conversations will not be printed in your test book and will be spoken only one time.

Sample Questions

- You will hear:* Questions 32 through 34 refer to the following conversation:
- (Woman) Hello. I'm calling about a coffee machine I purchased from your Web site. It stopped working even though I haven't had it for very long. I expected it to last much longer than this.
- (Man) Oh, I'm sorry to hear that. Our warranty covers products for up to a year. Do you know when you bought it?
- (Woman) I've had it for a little over a year, so the warranty has probably just expired. This is so disappointing.
- (Man) Well, I'll tell you what we can do. Although we can't replace it, since you're a valued customer I can offer you a coupon for forty percent off your next purchase.
- You will then hear:* 32. Why is the woman calling?
- You will read:* 32. Why is the woman calling?
- (A) To cancel an order
(B) To complain about a product
(C) To redeem a gift card
(D) To renew a warranty
- You will hear:* 33. What does the man ask the woman about?
- You will read:* 33. What does the man ask the woman about?
- (A) A model names
(B) A brand of coffee
(C) A catalog number
(D) A date of purchase
- You will hear:* 34. What does the man offer to do?
- You will read:* 34. What does the man offer to do?
- (A) Provide a discount
(B) Send a free sample
(C) Extend a warranty
(D) Issue a refund

- You will hear:* Questions 41 through 43 refer to the following conversation and list.
- (Woman) Larry, we have a new graphic designer starting next month and we'll need to set her up with a laptop and extra monitor. Can you place orders for those?
- (Man) Sure. You know our vendor has raised their prices, right?
- (Woman) Really?
- (Man) Yes. I just looked at the catalog a few minutes ago, and their current models are more expensive.
- (Woman) Right. Well, our budget per work area is \$1,000 maximum. So let's order the system with the largest screen that falls within that price.
- (Man) OK. I'll take a look at the prices again and place the order.

Screen Size	System Price
11 inches	\$799
13 inches	\$899
15 inches	\$999
17 inches	\$1,099

- You will then hear:* 41. What does the woman ask the man to do?
- You will read:* 41. What does the woman ask the man to do?
- (A) Order some equipment
(B) Find a new vendor
(C) Repair a laptop
(D) Contact a job candidate
- You will hear:* 42. What problem does the man mention?
- You will read:* 42. What problem does the man mention?
- (A) A designer has left the company.
(B) A supplier has increased its prices.
(C) A computer model has been discontinued.
(D) A departmental budget has been reduced

Sample Questions (continued)

You will hear: 43. Look at the graphic. What size screen will the man order?

You will read: 43. Look at the graphic. What size screen will the man order?

- (A) 11 inches
- (B) 13 inches
- (C) 15 inches
- (D) 17 inches

Part 4: Talks

Directions: You will hear some talks given by a single speaker. You will be asked to answer three questions about what the speaker says in each talk. Select the best response to each question and mark the letter (A), (B), (C), or (D) on your answer sheet. The talks will not be printed in your test book and will be spoken only one time.

Sample Questions

You will hear: Questions 71 through 73 refer to the following telephone message.

(Man) Hello Mr. Lee, this is Thomas from BKS Auto Shop calling with some information about your car repair. I know we told you that it would take until next week to get the part we ordered, but we got the part early, and I was able to finish the repair. We're going to be closing for the day in a few minutes, but you're welcome to come get your car anytime tomorrow. If you need a ride to the shop tomorrow, let me know, and I can arrange one for you.

You will then hear: 71. What does the speaker say about the repair?

You will read: 71. What does the speaker say about the repair?

- (A) It is not required.
- (B) It has been finished early.
- (C) It will be inexpensive.
- (D) It is covered by a warranty.

You will hear: 72. When can the listener pick up his car?

You will read: 72. When can the listener pick up his car?

- (A) Today
- (B) Tomorrow
- (C) Next week
- (D) In two weeks

You will hear: 73. What does the speaker offer to do?

You will read: 73. What does the speaker offer to do?

- (A) Look for a used part
- (B) Refund the cost of a charge

(C) Send an invoice

(D) Arrange a ride

Section II: Reading

In the Reading test, you will read a variety of texts and answer several different types of reading comprehension questions. The entire Reading test will last 75 minutes. There are three parts, and directions are given for each part. You are encouraged to answer as many questions as possible within the time allowed.

You must mark your answers on the separate answer sheet. Do not write your answers in your test book.

Part 5: Incomplete Sentences

Directions: A word or phrase is missing in each of the following sentences. Four answer choices are given below each sentence. Select the best answer to complete the sentence. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

Sample Questions

101. Customer reviews indicate that many modern mobile devices are often unnecessarily _____.
(A) complication
(B) complicates
(C) complicate
(D) complicated
102. Jamal Nawzad has received top performance reviews he joined the sales department two years ago.
(A) despite
(B) except
(C) since
(D) during
103. Gyeon Corporation's continuing education policy states that learning new skills enhances creativity and focus.
(A) regular
(B) regularity
(C) regulate
(D) regularly
104. Among _____ recognized at the company awards ceremony were senior business analyst Natalie Obi and sales associate Peter Comeau.
(A) who
(B) whose
(C) they
(D) those

Sample Questions (continued)

105. All clothing sold in Develyn's Boutique is made from natural materials and contains no dyes.
- (A) immediate
 - (B) synthetic
 - (C) reasonable
 - (D) assumed

Part 6: Text Completion

Directions: Read the texts that follow. A word or phrase is missing in some of the sentences. Four answer choices are given below each of the sentences. Select the best answer to complete the text. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

Sample Questions

Questions 131–134 refer to the following e-mail.

To: Project Leads
From: James Pak
Subject: Training Courses
To all Pak Designs project leaders:

In the coming weeks, we will be organizing several training sessions for employees. At Pak Designs, we believe that with the proper help and support from our senior project leaders, less experienced staff can quickly a deep understanding of the design process. _____, they can improve their ability to communicate effectively across divisions. When employees at all experience levels interact, every employee's competency level rises and the business overall benefits. For that reason, we are urging experienced project leaders to attend each one of the interactive seminars that will be held throughout the coming month. _____

Thank you for your support.
James Pak
Pak Designs

131. (A) interest
(B) interests
(C) interested
(D) interesting
132. (A) develop
(B) raise
(C) open
(D) complete

134. (A) Let me explain our plans for on-site staff training.
(B) We hope that you will strongly consider joining us.
(C) Today's training session will be postponed until Monday.
(D) This is the first in a series of such lectures.

Part 7: Reading Comprehension

Directions: In this part you will read a selection of texts, such as magazine and newspaper articles, e-mails, and instant messages. Each text or set of texts is followed by several questions. Select the best answer for each question and mark the letter (A), (B), (C), or (D) on your answer sheet.

Sample Questions

Questions 147–148 refer to the following advertisement.



Used Car For Sale. Six-year-old Carlisle Custom. Only one owner. Low mileage. Car used to commute short distances to town. Brakes and tires replaced six months ago. Struts replaced two weeks ago. Air conditioning works well, but heater takes a while to warm up. Brand new spare tire included. Priced to sell. Owner going overseas at the end of this month and must sell the car. Call Firoozeh Ghorbani at (848) 555-0132.

147. What is suggested about the car?
- (A) It was recently repaired.
 - (B) It has had more than one owner.
 - (C) It is very fuel efficient.
 - (D) It has been on sale for six months.
148. According to the advertisement, why is Ms. Ghorbani selling her car?
- (A) She cannot repair the car's temperature control.
 - (B) She finds it difficult to maintain.
 - (C) She would like to have a newer model.
 - (D) She is leaving for another country.

Sample Questions (continued)

Questions 152–153 refer to the following text message chain.



152. What is suggested about Mr. Bach?
- (A) He has been to Kansai more than once.
 (B) He currently works in Beijing.
 (C) He is on a business trip.
 (D) He works for Fly Right Airlines.
153. At 12:15, what does Mr. Otani mean when he writes, “Sure thing”?
- (A) He has confirmed the arrival time of a flight.
 (B) He is certain he will be able to find a parking place.
 (C) He agrees to wait at the door near the customs area.
 (D) He knows Mr. Bach must pass through customs.

Questions 196–200 refer to the following advertisement, online shopping cart, and e-mail.

Sparky Paints, Inc.

Sparky Paints, Inc., makes it easy to select the right colors for your home. Browse through hundreds of colors on our Web site, www.sparkypaints.com. Select your top colors, and we'll send free samples right to your door. Our color samples are three times larger than typical samples found in home-improvement stores and come with self-adhesive backing, allowing you to adhere them to your walls so you can easily see how colors will coordinate in your home. When you're ready to begin painting, simply select your chosen colors online, and we'll ship the paint of your choice to arrive at your home within 3-5 business days, or within 2 business days for an additional expedited shipping fee.

*Actual colors may differ slightly from what appears on your monitor. For this reason, we recommend ordering several samples in similar shades.

<http://www.sparkypaints.com/shoppingcart>

Sparky Paints, Inc.

Order Summary #3397		Customer: Arun Phan	
Item	Size	Quantity	Price
Caspian Blue SP 237	n/a	1	\$0.00
Deep Sea Blue SP 298	n/a	1	\$0.00
Stormy Blue SP 722	n/a	1	\$0.00
Misty Gray SP 944	Gallon	2	\$50.00
			Tax (8 percent) \$4.00
			Expedited shipping \$18.99
			Total \$72.99

[Proceed to Checkout](#)

From: ArunPhan<arun.phan@tset.com>
To: CustomerSupport<support@sparkypaints.com>
Date: March 12
Subject: Order#3397

Hello,

Thanks for sending my order #3397—it arrived this morning. Unfortunately, the paint was not the one I had asked for. I had selected color SP 944 but received SP 945 (Ocean Waves). They appear right next to each other on your Web site, so the two may have been confused at your end. Could you send me the correct paint, along with additional samples that are close in color to SP 722? That sample worked well in my house; the others looked too green on my walls.

Thank you,
 Arun Phan

Sample Questions (continued)

196. In the advertisement, the word “top” in paragraph 1, line 2, is closest in meaning to
 (A) maximum
 (B) favorite
 (C) important
 (D) upper
197. What are Sparky Paints customers advised to do?
 (A) Apply an adhesive to color samples
 (B) Visit a store to compare paint colors
 (C) Adjust the color on their computer monitor
 (D) Order samples of several similar colors
198. What is most likely true about order #3397 ?
 (A) It arrived within two business days.
 (B) It included an extra sample.
 (C) It was shipped in February.
 (D) It contained four gallons of paint.
199. Which color does Mr. Phan indicate that he likes?
 (A) Caspian Blue
 (B) Deep Sea Blue
 (C) Stormy Blue
 (D) Misty Gray

200. What problem does Mr. Phan mention in his e-mail?
 (A) He received the wrong item.
 (B) He was charged the wrong price
 (C) The delivery time was too long.
 (D) The instructions were too confusing.

Answer Key

PART 1	PART 2	PART 3	PART 4	PART 5	PART 6	PART 7
1. B	11. C	41. B	71. C	101. D	141. D	153. A
2. D	12. B	42. C	72. B	102. B	142. B	154. D
	13. A	43. D	73. D	103. B	143. C	
	14. C			104. A		181. B
	15. A			105. C		182. D
						183. C
						184. B
						185. A

TOEIC Background Questionnaire and Answer Sheet

In order to provide enhanced feedback to TOEIC clients and test takers, the TOEIC Program will ask you to complete the TOEIC Questionnaire at the testing session before you take the TOEIC test.

Background Questionnaire.

The TOEIC Background Questionnaire asks about your educational, work-related, English-language, and TOEIC test-taking experience. Your responses to the questionnaire enable your organization to learn more about the backgrounds of people who take the test and some of the factors that affect TOEIC scores and improvement in English. Your responses to the questionnaire are kept confidential and do not in any way affect your TOEIC scores. We encourage you to answer all of the questions. A sample of the questionnaire is included on pages 14 and 15.

Answer Sheet

A sample of the answer sheet appears on pages 16 and 17 of the TOEIC Examinee Handbook.

Group Code

Your test administrator may ask you to enter a number on side 2, section 10 of the answer sheet. The purpose of this group code is to enable TOEIC clients to keep track of the performance of a group of the people who take the TOEIC test two or more times as part of a specific English-language training program. The test administrator will give you the appropriate number to enter in the group code section if your organization has asked for this option.

Custom Codes

Your test administrator may ask you to enter a number or numbers on side 2, section 12 of the answer sheet. The purpose of custom codes is to keep track of the performance of certain TOEIC test takers or groups of the test takers. The test administrator will give you the appropriate number or numbers to enter in the custom codes section of your organization has asked for this option.

Before the actual test begins, if you have any questions about the TOEIC Background Questionnaire and answer sheet, please ask your test administrator.



Read the choices below each question and select the one best answer. Fill in only one answer for each question.

Section I

Your educational and/or work-related background

1. Choose either the level of education in which you are currently enrolled or the highest level that you have completed.
 - A. Elementary school (primary school)
 - B. General secondary school (junior high school)
 - C. Secondary school for university entrance qualification or equivalent (high school)
 - D. Vocational/technical high school
 - E. Vocational/technical school after high school
 - F. Community/junior college (for associate degree)
 - G. Undergraduate college or university (for bachelor's degree)
 - H. Graduate or professional school (for master's or doctoral degree)
 - I. Language institution
2. Choose the major that you are currently enrolled in or the major of your highest degree.
(The majors shown in parentheses are examples only.)
 - A. Liberal arts (education, fine arts, languages, literature, music, psychology)
 - B. Social studies/law (international studies, law studies, political science, sociology)
 - C. Accounting/business/economics
 - D. Finance/marketing/trading
 - E. Sciences (agriculture, computer science, mathematics, physics, statistics)
 - F. Health (medicine, nursing, pharmacy, public health)
 - G. Engineering/architecture
 - H. Other/none
3. Which of the following best describes your current status?
 - A. I am employed full-time (including self employed).
 - B. I am employed part-time and/or study part-time.
 - C. I am not employed. (Skip to Questions #6.)
 - D. I am a full-time student. (Skip to Question #6.)
4. If you are currently employed, which industry best describes that of your current employer?
 01. Agriculture/fishing/forestry/mining
 02. Construction/building design
 03. Manufacturing - food
 04. Manufacturing - pharmaceutical
 05. Manufacturing - chemicals
 06. Manufacturing - fabric/paper
 07. Manufacturing - oil/petroleum/rubber
 08. Manufacturing - steel/other metals
 09. Manufacturing - machinery/line machinery
 10. Manufacturing - electronic
 11. Manufacturing - vehicles (includes manufacturing of all modes of transportation)
 12. Manufacturing - cement/glass
 13. Manufacturing - clothing
 14. Manufacturing - other
 15. Service - education (high school equivalent or below)
 16. Service - education (college equivalent or above, assessment, research)
 17. Service - court/legislative/municipal/prefecture
 18. Service - foreign affairs
 19. Service - armed forces
 20. Service - health/hospital/medical research
 21. Service - hotel/recreation/restaurant/travel
 22. Service - other
 23. Public utilities production/management (electricity/water supply)
 24. Broadcasting/mass media
 25. Telecommunication
 26. Retail/wholesale
 27. Trading
 28. Accounting/banking/finance/security
 29. Insurance
 30. Real estate
 31. Transportation
 32. Other
5. If you are currently employed, which of the following best describes the type of job you do?
(The jobs shown in parentheses are examples only.)
 - A. Management (executive, manager, director)
 - B. Scientific/technical professionals (engineer, mathematician, programmer, researcher, scientist)
 - C. Teaching/training
 - D. Professional specialist (accountant, broker, financial specialist, lawyer)
 - E. Technician (carpenter, electrician, equipment operator, plumber)





- F. Marketing/Sales (foreign exchange broker, marketing analyst, real estate agent, sales representative, travel agent)
- G. Clerical/administrative (office staff member, receptionist, secretary)
- H. Services (customer service representative, human resources representative, hotel staff member, public relations representative)
- I. Other

Section II.

Your English-language experience

6. How many years have you spent studying English?
 - A. Less than or equal to 4 years
 - B. More than 4 years but less than or equal to 6 years
 - C. More than 6 years but less than or equal to 10 years
 - D. More than 10 years
7. Which of the following language skills are/were most emphasized?
 - A. Listening
 - B. Reading
 - C. Speaking
 - D. Writing
 - E. Listening and writing
 - G. Listening, reading, speaking, and writing
8. How much time must you use English in your daily life?
 - A. None at all
 - B. 1 to 10%
 - C. 11 to 20%
 - D. 21 to 50%
 - E. 51 to 100%
9. Which of the following English-language skills do you use most often?
 - A. Listening
 - B. Reading
 - C. Speaking
 - D. Writing
 - E. Listening and speaking
 - F. Reading and writing
 - G. Listening, reading, speaking, and writing

10. How often has difficulty with English affected your ability to communicate?
 - A. Almost never
 - B. Seldom
 - C. Sometimes
 - D. Frequently
 - E. Almost always
11. Have you ever lived in a country in which English is the main spoken language?
 - A. No (Skip to Question #13.)
 - B. Yes, for less than 6 months
 - C. Yes, for 6 to 12 months
 - D. Yes, for more than 1 but less than or equal to 2 years
 - E. Yes, for more than 2 years
12. What was your main purpose for living in a country in which English is the main spoken language?
 - A. To study (in other than an English-language program)
 - B. To participate in an English-language program
 - C. To travel (not work related)
 - D. To work
 - E. Other

Section III.

Your experience in taking the TOEIC test

13. Before today, how many times have you taken the TOEIC test?
 - A. Never
 - B. Once
 - C. Twice
 - D. Three times or more
14. What is your main purpose for taking today's TOEIC test?
 - A. For a job application
 - B. For promotion
 - C. To assess the effectiveness of an English-language program
 - D. To assess future learning needs
 - E. To graduate from a course of study

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- Use only pencil
- Darken the circles completely
- Erase cleanly

MARKING DIRECTIONS

CORRECT MARK

INCORRECT MARK



1 NAME At the arrow, using one box for each letter, print your family name(s) in the first area. If you have more than one family name, leave a space between names. In the second area, fill in your first name(s). Below each box, fill in the circle containing the same letter. If your name includes any accent marks, fill these in using the circles above the boxes.

A															A														
B															B														
C															C														
D															D														
E															E														
F															F														
G															G														
H															H														
I															I														
J															J														
K															K														
L															L														
M															M														
N															N														
O															O														
P															P														
Q															Q														
R															R														
S															S														
T															T														
U															U														
V															V														
W															W														
X															X														
Y															Y														
Z															Z														
0															0														
1															1														
2															2														
3															3														
4															4														
5															5														
6															6														
7															7														
8															8														
9															9														

NGUYEN THI THU HUONG

2 SEX
 M
 F

3 COUNTRY CODE
 605
 0
 1
 2
 3
 4
 5
 6
 7
 8
 9

4 LANGUAGE CODE
 388
 0
 1
 2
 3
 4
 5
 6
 7
 8
 9

5 IDENTIFICATION NUMBER

2	6	4	2	2	3	8	9	5
0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

6 DATE OF BIRTH

MM	DD	YYYY
06	22	1990
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

7

Sinh viên

Đại học Cần Thơ

Cần Thơ

8

Đại học Cần Thơ

Cần Thơ

9

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Certificate of Achievement

The TOEIC Certificate of Achievement is an acknowledgement of your English proficiency. The TOEIC Certificate of Achievement will be available upon request. Additional fees will apply.

The Certificate of Achievement features:

- Your name
- Your Listening score, Reading score, and Total test score (10-990)
- Your test date and location
- The administering organization
- Your date of birth
- Your ID numbers
- A watermark on the back
- A format that is suitable for framing



Score Certificate

The TOEIC Score Certificate is an acknowledgement of your English proficiency. The TOEIC Score Certificate is available for all tests. Score Certificate can have your photograph printed on it. Contact your local ETS Preferred Associate for more information.

Score Certificate features:

- Your name
- Your Listening score, Reading score, and Total test score (10-990)
- Your birthday
- Your identification number
- Your test date
- The date the scores are valid until
- A watermark on back
- Score descriptors
- Abilities measured

ABILITIES MEASURED	PERCENT CORRECT OF ABILITIES MEASURED	ABILITIES MEASURED	PERCENT CORRECT OF ABILITIES MEASURED
Can understand general and specific content about an individual or that is explicitly stated in extended spoken texts	100% 100%	Can understand information based on information in written texts	83% 100%
Can understand general and specific content about an individual or that is explicitly stated in extended spoken texts	85% 100%	Can locate and understand specific information in written texts	85% 100%
Can understand details in short spoken texts, even when it is necessary to connect information across the text and when this information is not supported by repetition of content and when it is necessary to connect information across the text	100% 100%	Can understand information across multiple paragraphs in an extended written text and across texts	85% 100%
Can understand details in short spoken texts, even when negative constructions are present, with the exception of complex sentences, or when difficult vocabulary is used	85% 100%	Can understand vocabulary in written texts	91% 100%
Can understand details in extended spoken texts	85% 100%	Can understand grammar in written texts	86% 100%

HOW TO READ YOUR SCORE REPORT:
Percent Correct of Abilities Measured: Percentage of items you answered correctly in this test form for each one of the Abilities Measured. Your performance and learning from this table cannot be compared to the performance of test takers who take other forms or to past test performance on other forms.

Note: TOEIC scores more than three years old cannot be reported or validated.

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TOEIC Test Scores

Test Fairness and Score Use

The ETS TOEIC Program and IIG have taken steps to ensure, to the extent possible, that tests and test scores are fair for all test takers, regardless of gender, age, nationality, and test taker industry background.

Interpreting Scores

The TOEIC test scores you will receive are determined by the number of questions you answer correctly. There is no penalty for wrong answers. The number of correct responses on each section, Listening and Reading, is converted to a number on a scale of 5 to 495. The statistical procedure used to convert scores to a common scale for each section seeks to ensure that TOEIC Listening and Reading scores obtained on different administration dates mean the same thing in terms of the level of English proficiency indicated.

If you were to take several versions of the test within a short period of time, you would obtain a number of scores that center around an average value known as your “true” score. Two-thirds of the time, your Listening score would be within 25 points of your true score on the Listening section and your Reading score would be within 25 points of your true score on the Reading section.

Score Certificate

The score certificate will provide you with your score on each section of the test. In addition, the TOEIC Score Certificate also provides a description of the English language ability.

If you take the test through your employer or sponsoring organization, your scores are provided to that organization to provide you with a score report. If you take the test independently, you will receive your score report directly from IIG.

Release of Test Results

With some exception, depending on local conditions, the TOEIC Score Certificate is sent to test takers within seven business days.

Scaled Scores

The new score report provides Listening, Reading, Total scaled Scores. The Total scaled score is derived from adding the two section scaled scores together.

Score Proficiency Descriptions

The score certificate provides a description of the English-language abilities typical of test takers scoring at around a particular scaled score level. Because of limited space in the score certificate, only statements of strength are provided in the report. There are three possible descriptions for the Listening section and for possible for the Reading section. A complete table of these descriptions is available on the ETS website, www.ets.org/toeic. The proficiency descriptors were developed based on a Scaled Anchoring Study conducted at ETS in the summer of 2005. A copy of the Scaled Anchoring Study can be provided to you by IIG.

Ability Measured

The test taker’s score certificate also includes the percentage of questions the test taker answered correctly for specific abilities measured. The percentage can be compared with the percentage score of test takers who have taken the same TOEIC test form. The abilities measured are calculated by the “percentage of items answered correctly.”

Percentile Rank

The score certificate provides percentile ranks for section scaled score. A percentile rank score refers to the percentage of the TOEIC Secure Program population in the most recent three years who score below a particular scaled score. The percentile rank table is calculated based on a pool of 3-year test takers and is updated and made available on the ETS website, www.ets.org/toeic, every May. For example, the percentile rank table of May 2006 is calculated based on test takers from January 2003 to December 2005. The percentile rank table of May 2007 is calculated based on test takers from January 2004 to December 2006.

Reliability

Reliability is defined as the proportion of observed score variance that is due to true score variance. It is an indicator of the extent to which test scores will be consistent across different conditions of administration and/or administration of alternate forms of a test. The type of reliability used in the TOEIC Listening and Reading test is reported as an internal consistency measure using the KR-20 reliability index. The KR-20 reliability index assesses the extent to which all items measure the same construct. The more homogeneous the test items, the more consistently the test takers will perform. The reliability of the TOEIC Listening and Reading section scores across all forms from our norming samples has been approximately 0.90 and up.

TOEIC Test Scores (continued)

Standard Error of Measurement (SEM)

Errors of measurement occur when a test taker performs differently on one occasion or test form from on another for reasons that may or may not be related to the purpose of the test. A person may try harder, be more (or less) tired or anxious compared to some other occasion, have greater familiarity with the content of questions on one test form than on another test form, or simply guess more questions correctly on one occasion than on another. These reasons for inconsistency are generally referred to as errors of measurement. The Standard Error of Measurement (SEM) is an estimate of average difference between true scores and obtained test scores, and is about 25 scaled score points for each of the TOEIC Listening and Reading sections. A test taker's true score could be estimated by ± 25 scaled score points around the test score obtained from one administration. For example, if you obtain a scaled score of 300 on the TOEIC Listening section, 68% of the time your true score will fluctuate between approximately 275 and 325.

Rescore Requests

If you feel that your scores are not an accurate reflection of your ability in English, you should contact IIG within six months of the test date. IIG will rescore your answer sheet and will give you second score certificate. If a discrepancy is found between the first score certificate and the second one, IIG will pay for the rescoring of your answer sheet. However, if a discrepancy is not found, you may be charged a small fee for rescoring costs.

TOEIC Validity

Evidence that the TOEIC measures English-language proficiency comes first of all from the careful way in which language-testing experts design and assemble the test so as to include a variety of important English-language tasks. An additional kind of evidence that has proven useful in establishing the meaning, or validity, of TOEIC scores has come from test takers themselves in the form of self-assessments of their own language skills. Self-assessments have been shown to be valid in a variety of contexts, especially in the assessment of language skills. TOEIC scores have shown moderately strong correlations (.40s and .50s) with test takers self-reports of their own ability to accomplish certain English-language tasks such as the following:

Reading	Listening
Reading office memoranda	Understanding directions on how to get to a nearby location
Reading English to translate text into one's own language	Taking a telephone message for a co-worker
Reading and understanding instructions	Understanding an extended debate on a complex topic

Speaking	Writing
Telephoning a company to place an order for an item	Writing a list of items to take on a weekend trip
Describing what a friend looks like	Writing a 5-page formal report on a project one worked on
Arguing against someone's opinion	Writing a letter introducing oneself and describing qualifications

Test Score Data Retention

To provide individuals or organizations with the process and Results of TOEIC test takers, IIG will preserve the results of any individual participant during 2 years from the test date.

Policy and Guidelines for the Use of TOEIC Scores

Introduction

These guidelines are designed to provide information about the appropriate use of TOEIC test scores for corporations or schools that use the scores in making hiring, evaluation, and career promotion decisions, as well as school-related decisions. They are also intended to protect test takers from unfair decisions that may result from inappropriate uses of scores. Adherence to the guidelines is important.

The TOEIC test are designed to assess English-language proficiency relevant to today's international market. As measures with known statistical properties and high-quality technical characteristics, the score from these tests, when used properly, can improve the hiring, evaluation, and career promotion decision processes of local and multinational corporations, and other organizations where English communication skills are critical job requirements.

As more and more students go to colleges to acquire job skills in the global marketplace, schools are also increasingly using TOEIC scores to evaluate student proficiency in English.

The TOEIC Program and its local ETS Preferred Associates have a particular obligation to inform users of the appropriate uses of TOEIC scores and to identify and try to rectify instances of misuse.

To this end, the following policies and guidelines are available to all TOEIC test takers, institutions, and organizations that are recipients of TOEIC scores.

Policies

In recognition of their obligation to ensure the appropriate use of TOEIC scores, the TOEIC Program and IIG developed policies designed to make score reports available only to approved recipients, to protect the confidentiality of test takers' scores, and to follow up on cases of possible misuse of scores. The policies are discussed below.

Confidentiality. TOEIC scores, whether for an individual or aggregated for an institution, are confidential and can be released only by authorization of the individual or institution or by compulsion of legal process.

We recognize test takers' rights to privacy with regard to information that is stored in data or research files held by Educational Testing Service and IIG and our responsibility to protect test takers from unauthorized disclosure of the information.

Encouragement of appropriate use and investigation of reported misuse. All organizational users of TOEIC scores have an obligation to use the scores in accordance with the guidelines that follow (i.e., using multiple criteria, accepting, only official TOEIC scores, etc.). Organizations have a

responsibility to ensure that all individuals using TOEIC scores are aware of these guidelines and to monitor the use of the scores, correcting instances of misuse when they are identified. **The TOEIC Program and IIG are available to assist institutions in resolving score-misuse issues.**

Guidelines

■ Use Multiple Criteria

Regardless of the decision to be made, multiple sources of information should be used to ensure fairness and to balance the limitations of any single measure of knowledge, skills, or abilities. These sources may include graduate or undergraduate grade point average, years of experience in the target position, and recommendations from past supervisors and colleagues. When used in conjunction with other criteria, TOEIC scores can be a powerful tool in making hiring, evaluation, promotion, or school-related decisions.

■ Accept Only Official TOEIC Score Certificates

The only official certificates of TOEIC scores are those issued by ETS or by IIG.

If an organization administers a TOEIC test internally, with ETS knowledge and approval, it can obtain and keep score certificates of that test. Scores obtained from other sources should not be accepted. If there is a question about the authenticity of a score certificate, the question should be referred to IIG. Who will then verify the accuracy of the scores and whether an official report was issued.

■ Maintain Confidentiality of TOEIC Scores

All individuals who have access to TOEIC scores should be aware of the confidential nature of the scores and agree to maintain their confidentiality. Policies should be developed and implemented to ensure that confidentiality is maintained.

Policy and Guidelines for the Use of TOEIC Scores (continued)

Normally Appropriate Uses and Misuses of TOEIC Scores

The suitability of a TOEIC test for a particular use should be explicitly before using test scores for that purpose. The list of appropriate uses of TOEIC scores that follows is based on the policies and guidelines outlined on this page 23-24. The list is meant to be illustrative, not exhaustive, in nature. There may be other appropriate uses of TOEIC scores, but any uses other than those listed below should be discussed in advance with TOEIC Program staff and IIG to determine their appropriateness.

If a use other than those appropriate uses listed below is contemplated, it will be important for the user to validate the use of scores for that purpose. The TOEIC Program staff and IIG will provide advice on the design of such validity studies.

Appropriate Uses

Provided all applicable guidelines are followed, TOEIC scores are suitable for the uses described below.

- Hiring of applicants for an open position within a corporation or organization where workplace/everyday-life English is a required job skill
- Placement of applicants or candidates within a corporation or organization where workplace/everyday-life English is a required job skill
- Promotion of candidates within a corporation or organization where workplace/everyday-life English is a required job skill
- Measurement of workplace/ everyday-life English proficiency levels of students in schools
- Measurement of individuals' progress in workplace/everyday-life English proficiency levels over time

If you have any further questions regarding the TOEIC test, please do not hesitate to contact:

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7/10 BIGGEST CORPORATIONS
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ASSESSMENT OF EMPLOYEES

TOEIC is an English language test designed specifically to measure the everyday English skills of non-native speakers working in an international environment, developed by the Educational Testing Service (ETS).

In Vietnam, TOEIC has been used as English proficiency benchmarks for graduation in **more than 127 universities, colleges, vocational schools**, and as standards for hiring, placing and promoting employees of **more than 350 corporations and companies** nationwide.

