

**GUIDELINES ON ONLINE TOEIC CERTIFICATION EXAMINATION 2Q AY 2020-2021
for BATCH 2018 ONWARDS**

1. To ensure that student's communication skills is at par with industry requirements, commencing SY 1Q2020-2021, TOEIC Certification Exam for students who belong to Batch 2018 onwards shall be required in the OJT Courses of all programs.
 - The Test of English in International Communication (TOEIC) is composed of four (4) skills tests namely: Listening, Reading, Speaking, Writing
 - The total score is 990 for combined Listening and Reading Skills and 400 for combined Speaking and Writing Skills

2. The student must get an **Average Proficiency Level of B2** to reach the industry requirement or at least a score of 785 for Listening and Reading and 310 for Speaking and Writing.

3. Students who fail to meet the score equivalent to the industry standard of "B2" (785 for Listening and Reading and 310 for Speaking and Writing) or its equivalent in any English Proficiency Examination shall **not be issued** TOEIC Certificate until he/she has **completed the intervention** called **Lexile**. The **Lexile Intervention** helps the test taker to engage in learning by ensuring comprehension of reading materials and monitor progress over time.
The student shall follow the Lexile Intervention Guide below for the completion of the requirements.

LEVEL	LEVEL	TOEIC L&R	TOEIC S&W	Number of Books	DESCRIPTION (Books)	Hours
A1	Beginner	120-220	80-150	4-5 Books E.G. Let's Learn English 1 (CEFR A1, TOEIC 120) Let's Learn English 2 (CEFR A2, TOEIC 225)	Beginners English Course	500-700 Hours
A2	Elementary	225-549	160-230	2-4 Books E.G: Preparing ESL Adults for the Workplace (CEFR A2, TOEIC 220)	A communicative 4-skills course for the Workplace and Community.	200-350 Hours
B1	Intermediate	550-784	240-300	2 Books E.G: In the Workplace (CEFR B1, TOEIC 550) In the Community (CEFR B1, TOEIC 550)	A communicative 4-skills course for the Workplace and Community.	150-200
B2	Upper Intermediate	785-944	310-390	1-2 Books	Full Communicative 4 Skills Course	50-150
*C1	Advanced	945-989	400	1 Book	Mastery Course	50

*Should the student decide to improve his/her skills even if he/she has reached already the **Average Proficiency Level of B2**, he/she can still make use of the Lexile Intervention.

*Students who take the TOEIC Exam shall be given access to the Lexile Intervention infinitely, even if the TOEIC Certification Exam validity of two (2) years has already lapsed.

4. Students shall take the English Proficiency Examination at least two (2) terms prior to his/her enrollment in his/her OJT Course.
5. Proposed Schedule for a Term
 - Week 1: announcement of the English Proficiency Examination
 - Week 3: taking of English Proficiency Examination
 - Weeks 5: release of results of the English Proficiency Examination
 - Weeks 5 to 10: students who fail to meet the score equivalent of the industry standard of "B2" or its equivalent in English Proficiency Examination can start with the Lexile Intervention
 - Completion period depends on the students
6. The TOEIC Certification Exam provider shall advise Mapua CCESC the progress of the student every two (2) weeks until the student completes the Lexile Intervention requirements.
7. Upon completion, Mapua CCESC shall release the TOEIC Exam Certificate, which the student can show to International Career and Exchange Programs (ICEP) to process the other requirements for OJT Course.

PREPARATION FOR THE EXAM PROPER

1. The test takers are required to use either Windows 10 and Mac OS 10 laptop. . Mobile phones cannot be used in taking the exam.
2. TOEIC Certification Exam is conducted within a three-whole-day schedule and is divided into three batches/testing windows. Students are allowed to choose which date they prefer when their internet connection is more stable.
3. Students **should click the link in the PRE-REGISTRATION and select a schedule on or before 12:00 NN of December 8, 2020.** . (FIRST COME, FIRST SERVED Basis) ZOOM LINKS will be sent to the student's mymail.mapua.edu.ph at least **24 hours before the examination date.** The **AUTHORIZATION CODE** will be provided by the PROCTOR in the ZOOM BREAK OUT ROOMS, Authorization code can be used **ONLY ONCE** during the **chosen** schedule of the student.

LISTENING and READING - MAKATI and INTRAMUROS

Date	Time	Section	PRE-REGISTRATION
December 10, 2020 (Thursday)	9:00 AM – 12:00 NN	Batch 2018 OJT students	https://forms.gle/7gQWZ4arQRumfim5A
	12:00NN – 3:00 PM		
	3:00 PM – 6:00 PM		
December 11, 2020 (Friday)	9:00 AM – 12:00 NN	Batch 2018 OJT students	
	12:00 NN – 3:00 PM		
	3:00 PM – 6:00 PM		
December 13, 2020 (Sunday)	9:00 AM – 12:00 NN	Batch 2018 OJT students	
	12:00 NN – 3:00 PM		
	3:00 PM – 6:00 PM		

SPEAKING and WRITING – MAKATI and INTRAMUROS

Date	Time	Section	PRE-REGISTRATION
December 10, 2020 (Thursday)	10:00 AM – 12:00 NN	Batch 2018 OJT students	https://forms.gle/7gQWZ4arQRumfim5A
	1:00 PM – 3:00 PM		
	4:00 PM – 6:00 PM		
December 11, 2020 (Friday)	10:00 AM– 12:00 NN	Batch 2018 OJT students	
	1:00 PM – 3:00 PM		
	4:00 PM 6:00 PM		
December 13, 2020 (Sunday)	10:00 AM– 12:00 NN	Batch 2018 OJT students	
	1:00 PM – 3:00 PM		
	4:00 PM – 6:00 PM		

4. A link for the **setup and Installation of the Software and review materials** can be accessed by the students.

<https://drive.google.com/drive/folders/1Vx-wVOUA9EQZ-vl6MjDK8YxLaQ6twJE?usp=sharing>

This link will be available in BB account of the students under TOEIC Examination.

5. **Online orientation** will be accessed as soon as the student is connected with the link below.

<https://drive.google.com/open?id=1ymvDG4rVZS76-4OPzSuxn66vdHG6jbNN>

This link will be available in BB account of the students under TOEIC Examination.

6. Test duration:
- Listening and Reading = 3 hours
 - Speaking and Writing = 2 hours
7. Technical problem i.e. poor reception of the recording during the listening skills part usually happens when there is a slow connection of the internet. But once the connection is stable, the exam will resume in the part where the question stops.

You may click the link to request real time assistance from Hopkins International Partners Inc.
<https://bit.ly/toeiconlinetechreport> or contact 0922-8863421.

This link will be available in BB account of the students under TOEIC Examination.

7. Should the student fail to take the TOEIC Certification Examination within the specified dates above **due to difficulty in the access of computer or poor internet connection or no connection at all**, the student shall inform Mapua CCESC ASAP for the next schedule of re-take.
8. Test results:
 - a. Listening and Reading = few minutes after the exam
 - b. Speaking and Writing = after 10 Working Days
9. The student who would not meet the **B2 score** shall be given a go signal to access to the link <https://moodle.hopkins.ph/> by Mapua CCESC.
10. Upon completion, Mapua CCESC shall release the TOEIC Certificate. Distribution of the results Certificates shall be announced in the FB Group.
11. Any concern or question on TOEIC matters may be directed to the following contact details:
 - a. rmfabellon@mapua.edu.ph
 - b. mahbabijis@mapua.edu.ph
 - c. hbdelacruz@mapua.edu.ph
 - d. adnieva@mapu.edu.ph
 - e. FB messenger : Mia Ann Babijis / Hennie Dela Cruz
 - f. FB group: [CCESC.MAPUA. TOEIC](#)