

GUIDELINES ON ONLINE TOEIC CERTIFICATION EXAMINATION 2Q2021
for BATCH 2017 and PRIOR

1. The following students are allowed to take the TOEIC Exam
 - a. Currently enrolled in ENG13 (2Q 2020-2021)
 - b. Students enrolled the previous terms but was not able to take scheduled TOIEC during the enrolled period because of OJT abroad, Exchange students, and other related academic reasons.

For students under category 1(b), the google survey form found in the link below should be accomplished:

<https://forms.gle/KASEivC93gWz7BF47>

All students must be enrolled in TOEIC Examination in Blackboard (BB).

CCESC will be coordinating the automatic enrollment of the students in this course. Names of the students with their course, level and section will be forwarded to Center for Teaching and Learning (CTL) for the enrollment.

2. The test takers are required to use either Windows 10 and Mac OS 10 laptop. Mobile phones cannot be used in taking the exam.
3. 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.
4. Students **should click the link in the PRE-REGISTRATION and select a schedule on or before 12:00 NN of December 8, 2020.** 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 PM	ENG13 students	https://forms.gle/7gQWZ4arQRumfim5A
	12:00 NN – 3:00 PM		
	3:00 PM – 6:00 PM		
December 11, 2020 (Friday)	9:00 AM – 12:00 PM	ENG13 students +late enrollees & TOEIC absentees from previous terms	
	12:00 NN – 3:00 PM		
	3:00 PM – 6:00 PM		
December 13, 2020 (Sunday)	9:00 AM – 12:00 PM	ENG13 students +late enrollees & TOEIC absentees from previous terms	
	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 PM	ENG13 students	https://forms.gle/7gQWZ4arQRumfim5A
	1:00 PM – 3:00PM		
	4:00 PM – 6:00 PM		
December 11, 2020 (Friday)	10:00 AM– 12:00 PM	ENG13 students +late enrollees & TOEIC absentees from previous terms	
	1:00PM – 3:00PM		
	4:00PM – 6:00PM		
December 13, 2020 (Sunday)	10:00 AM– 12:00 PM	ENG13 students +late enrollees & TOEIC absentees from previous terms	
	1:00 PM – 3:00 PM		
	4:00 PM – 6:00 PM		

5. 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.

6. **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.

7. Test duration:

- a. Listening and Reading = 3 hours
- b. Speaking and Writing = 2 hours

8. 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.

9. 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**, a grade of "IP" for the ENG13 course will be given to the students, but they can complete the course (ENG13) as soon as online exam is available, approximately 3-4 weeks from the last scheduled online exam

10. Test results:

- a. Listening and Reading = few minutes after the exam
- b. Speaking and Writing = after 10 Working Days

11. Distribution of the results Certificates will be announced in the FB Group.

12. 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 : Rochelle Fabellon / Mia Ann Babijis / Hennie Dela Cruz
- f. FB group: [CCESC.MAPUA.TOEIC](#)