

GUIDELINES ON ONLINE MAKE UP TOEIC CERTIFICATION EXAMINATION
on December 1, 2022 2nd QTR AY 2022-2023 for ENG 13

1. The following students are allowed to take the TOEIC Exam
 - a. **Encountered technical problems during the TOEIC Test / Absent**
 - 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 or Mac OS 10 laptop. Mobile phones cannot be used in taking the exam.
3. TOEIC Certification Exam is conducted within a one-whole-day schedule and is divided into three batches/testing windows.
4. Students **should click the link in the PRE-REGISTRATION** and **select a schedule on or before 5:00 PM November 20, 2022.** **TEST SCHEDULE AND ZOOM LINKS will be posted in the CCESC Facebook page as soon as the registration is closed.** 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

TOEIC LISTENING & READING / SPEAKING & WRITING - MAKATI and INTRAMUROS

PRE REGISTRATION LINK	https://forms.gle/VojNh7BEdCKzp9Ts8
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*TOEIC TEST DATE: **December 1, 2022**

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->

[vI6MjDK8YxLaQ6twJE ?usp=sharing](https://drive.google.com/drive/folders/1Vx-wVOUA9EQZ-?usp=sharing)

or watch the

YOUTUBE

Video

<https://youtu.be/s1EynkaqZXI>

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. hopkins.helpdesk@gmail.com 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 "I" 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. As per University guidelines, Mapua shall not allow any form of academic dishonesty. Should There be cheating incident. The following shall be observed:
- First offense: Test Taker/s will re-take the test and will pay for the second test in FULL
 - Second offense: Test Taker/s will receive a failing grade. *

*At the second occurrence, Hopkins International Partners, Inc. and other ETS Preferred Networks (EPNs) are advised by ETS to ban Test Taker/s from taking the TOEIC for a full year.

11. Test results:

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

12. Distribution of the Certificates shall be announced in the FB Group: [CCESC.MAPUA. TOEIC](#)

13. Any concern or question on TOEIC matters may be directed to the following contact details:

- a. mahbabijis@mapua.edu.ph
- b. acmenor@mapua.edu.ph
- c. FB group: [CCESC.MAPUA. TOEIC](#)