

Supervisor's Manual

TOEFL[®] Junior[™] Assessment Series

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WHAT THIS MANUAL IS ABOUT

This manual provides specific information about the general procedures and security responsibilities of the TOEFL® *Junior*™ test administrator, including procedures that administrators must follow before, during, and after a test administration. Critical procedures are outlined to help the administrator carry out these responsibilities smoothly and effectively.

You can help ensure that the test administration is efficient, fair, and secure by following these directions exactly. Test scores will be meaningful only if all administrators follow the same testing procedures and give the same instructions to all examinees.

The procedures outlined in this manual represent the highest standard for secure test administrations. It is extremely important that examinees understand the general test directions. If the local ETS TOEFL *Junior* representative feels it is appropriate, the general test directions may be translated into the local language, and the test administrator may read these at the time of administration.

As test administrator, you must be primarily concerned with safeguarding all aspects of test security, conducting the test efficiently and quietly, protecting the examinees from disturbance, and ensuring protection of the test materials from loss or unauthorized access. The test administrator is responsible for the security of all tests from the time they are received until they are returned to ETS or the local ETS TOEFL *Junior* representative. You must make certain that no examinee has access to the test before the administration; that every examinee does his or her own work; that no one (including you and your staff) reads the content of a test at any time, except examinees when they take it; and that no one reproduces, copies, photographs or records any of the examination questions or takes secure material (or any portion thereof) from the test center. You and your staff may inspect test books **ONLY** when it is necessary to investigate an examinee's report of a defect.

Please inform your assistants of the importance of security and see that they enforce all security rules without exception.

If you have any questions prior to or on the day of the test, contact your local ETS TOEFL *Junior* representative.

OVERVIEW OF THE TOEFL® *JUNIOR*™ TEST

Test purpose

The purpose of the TOEFL *Junior* test is to provide an objective measure of the degree to which students in the target population have attained proficiency in the academic and social English language skills representative of English-medium instructional environments.

Test structure

The test consists of 126 multiple-choice questions. It includes three sections — Listening Comprehension, Language Form and Meaning, and Reading Comprehension — and each section contains 42 four-choice questions. The total testing time is 110 minutes.

The table below summarizes the structure of the test.

Section	Questions	Time
Listening Comprehension	42	35 minutes
Language Form and Meaning	42	25 minutes
Reading Comprehension	42	50 minutes
Total	126	110 minutes

GENERAL INSTRUCTIONS

BEFORE THE TEST

As supervisor, you are to assume full responsibility for all details of the test administration at your institution. Therefore, you should be thoroughly familiar with the instructions in this manual before the administration. Uniform procedures are essential in standardized testing; the scores of all individuals tested at administrations will be comparable only if all supervisors adhere to the same schedule and administer the test in the same way. It is important that you follow the instructions to ensure the comparability of the scores; statistical data for interpreting scores are based on results obtained from tests administered according to these directions.

Consent forms

Prior to test day, make sure each student is given a Consent Form to complete and bring with them on test day. See Consent Form in this manual. All examinees must have a signed Consent Form at the time of testing. Examinees under the age of 18 must have the Consent Form signed by a parent or guardian; those over the age of 18 can sign the form themselves. Collect all the signed Consent Forms prior to admitting the students to the testing room. If an examinee does not have a signed Consent Form, he or she should not be admitted to the testing room. At the end of the testing session, after you have collected the answer sheets and test books, fill in the circle in the ETS Use Only box in the upper right corner of each answer sheet to indicate that a Consent Form is on file for that examinee.

Test security

All test materials are copyrighted by ETS and may not be reproduced in any way. Under no circumstances may test content or any part of the test, including answers, be removed, reproduced and/or disclosed by any means (hard copy, verbally, electronically) to any person or entity. Any breach of security or of the ETS copyright, no matter how minor, must be reported to ETS or local TOEFL *Junior* representative as soon as possible.

Receiving and storing test materials

ETS and your local TOEFL *Junior* representative assure all examinees and score recipients that no one but the examinee is permitted to open or examine test books. The security of the test material is critical. You are responsible for enforcing this rule from the moment you receive the test materials until you return them in accordance with the instructions in the materials sent to you. It is your responsibility to arrange for secure conditions for receiving test materials. Test materials must be securely locked in a container, compartment or area to which only one or two authorized people have access. Verify that the locks on the secure storage area are not on a master key system which would allow a variety of staff, including janitorial, etc., to have access to the materials.

Checking test materials

Within 24 hours of receipt, open all boxes or envelopes containing test materials and have two people check the contents for counting or packing errors. Use the Test Booklet Tracking Form in this manual to verify that the shipment is complete. If you do not check the test materials within 24 hours of receipt, you may not have sufficient time to resolve problems prior to the test administration. If there is any discrepancy, contact ETS or your local TOEFL *Junior* representative immediately.

Test materials must never be left unattended when they are outside a locked storage area.

After confirming that you have all the necessary materials, reseal the boxes or envelopes with tape, sign your name across the tape and on the boxes or envelopes as added insurance against tampering, and store them in a secure area.

It is recommended that to meet the responsibility of ensuring security of the materials, test administrators initiate five test book counts as follows:

1. Within 24 hours upon receipt
2. When distributing materials to the test room administrators
3. After materials have been distributed to examinees
4. Before examinees are dismissed from the testing room
5. When preparing the test materials for return

Conflict of interest restrictions

To avoid a conflict of interest or appearance of any impropriety, staff members must *not*

- be involved, as an instructor or student, in any course, workshop, or tutoring activity that involves preparing examinees for the TOEFL *Junior* test. The staff member cannot be a supervisor or proctor in any testing room where the students are taking the test
- administer or provide access to any ETS test to a member of their household or any immediate family member, or any third party known to them who has not followed standard ETS test registration procedures
- handle secure test materials for administration of an ETS test to a household or immediate family member or any third party known to them, such as a fellow employee, who would obtain advantage or benefit as a result of administration or handling of materials
- administer or provide access to any test to an employee of the test site where they work

ETS reserves the right to invalidate test results if any of these guidelines are violated by a test site staff member or any third party. Staff must not provide access to any examination or proprietary test delivery software to any third party except those who are registered to take the test under secure testing conditions. Legal action may be brought against staff for failure to adhere to these conditions.

Selecting Assistants

Depending on the number of examinees you expect to test and the facilities you plan to use, you should make arrangements for associate supervisors and/or room proctors to assist you. If you test in more than one room, associate supervisors should conduct the test in rooms in which you cannot be present. People serving as associate supervisors should have a good command of English and be professional personnel. Room proctors, who may be professional personnel or members of your secretarial or clerical staff, should assist you in administering the test under prescribed procedures. Do not ask anyone to help you who may be a potential TOEFL *Junior* examinee.

Before test day, make certain that your associate supervisors read this manual and that your room proctors have received and read the Duties of Room Proctors in this manual.

Both associate supervisors and room proctors should pay strict attention to their duties at all times and should not read or talk during the test. No one who pauses behind an examinee should remain there long enough to disturb or embarrass the individual.

Staff qualifications and responsibilities
All supervisors, associate supervisors, and proctors must: <ul style="list-style-type: none"> • be at least 18 years of age • have some experience in administering standardized tests • possess unquestionable integrity and be able to handle groups of examinees in an effective, efficient, and friendly manner • be able to read, write, and speak English proficiently
The supervisor's responsibilities include: <ul style="list-style-type: none"> • completing check-in of examinees • ensuring the security of the testing site • writing Supervisor Irregularity Reports • coordinating activities with associate supervisors and/or proctors
Each testing site requires one or more proctors, whose responsibilities include: <ul style="list-style-type: none"> • monitoring the testing room to maintain security • reporting any irregularities to the supervisor
A proctor must not perform any duties other than proctoring the test while a testing session is in progress.
At least one test site staff member must be present within each testing room at all times during all testing sessions.
Each testing site is required to provide supervisors and proctors in the following proportions, per testing room: <ul style="list-style-type: none"> • 1–25 examinees: 2 staff members (1 supervisor and 1 proctor) • 26–40 examinees: 3 staff members (1 supervisor and 2 proctors) • 41–80 examinees: 4 staff members (1 supervisor and 3 proctors) If additional rooms are required, add one associate supervisor per additional testing room.

Testing rooms

The success of any test administration depends, to a great extent, on the suitability of the testing site. It is more difficult for examinees to concentrate on the test if noise, poor lighting, inadequate writing surfaces, extreme temperatures, or humidity distracts them. Although certain adverse conditions may be beyond the control of the administrator on the day of the test, careful planning will minimize the possibility of such distractions. When selecting testing rooms, test administrators must personally inspect the rooms, choosing the best rooms based on overall suitability.

The test may be administered in a classroom or language laboratory. You should arrange for the use of one or more testing rooms based on the number of people you expect to test. Each room should be large enough to allow a space of **at least 4 feet (1.3 meters)** between any two examinees. Writing surfaces must be large enough to provide space for both a test book and an answer sheet; examinees should not have to pick up or move either one because of lack of space. Please remove any materials from the testing room that may be of assistance to examinees during the test.

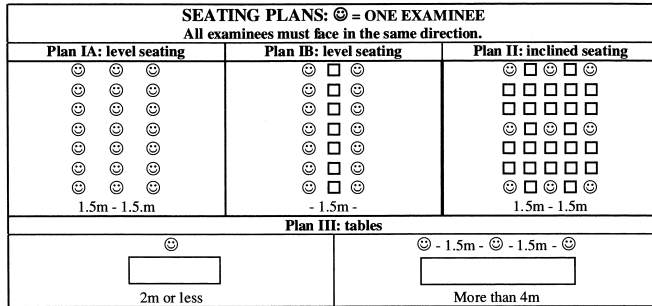
Physical requirements, comfort, and environment
Testing rooms must be appropriately heated or cooled, adequately ventilated, and free from distractions.
Adequate lighting must be provided.
The check-in area should be located near the entrance to the testing room, in an area separate from other activities. A table, desk, or counter is recommended for use during check-in.
Testing rooms must be quiet throughout all test administrations. When testing is in progress, do not conduct other activities in or near the testing room that would disrupt the standardized testing environment.
It is ETS policy to notify test center supervisors whenever possible when persons with disabilities are scheduled to be tested. If an examinee who requires extra testing time, assistance in completing the answer sheet, or other accommodations reports to your center unexpectedly, advise the examinee to contact your designated organization so that appropriate arrangements can be made for a future test date. However, if someone requires only minor accommodations (for example, to be seated near a window for natural light or near the speakers, or additional space to accommodate a wheelchair), please attempt to provide them.
Each testing room must have a clock, preferably where all examinees can see it without turning their heads. At regular intervals, you or your assistant must post the amount of test time remaining so examinees can pace themselves.
Rest rooms should be located nearby and should be easy to find for those examinees who are not familiar with the testing area. Post directional signs if necessary.

Seating

You should make a seating plan before test day. Recommended seating arrangements are:

- Seat examinees according to your prearranged plan in a manner that ensures random seating, so that friends are not seated near each other. Under no circumstances should examinees be permitted to select their own seats.
- Do not permit examinees to change their seats after they have been seated.
- Be sure you and your assistants have access to each person being tested.
- All examinees should face the same direction and should be seated so they cannot exchange information or see their neighbors' responses; all chairs in a row must be directly behind those in the preceding row. Allow at least 4 feet (1.3 meters) between any two examinees. If you use an auditorium, or another room with elevated seating, there should be a row of empty seats between every row of examinees.
- Left-handed examinees should be seated in separate rows or in the last seat of each row of right-handed examinees. If chairs with left-hand tablet arms are not available, be sure each left-handed examinee is seated with a vacant chair at his or her left.

Please refer to the following sample seating plans and chart.



FRONT

Krista Abernathy Seat 1A 123456		Gayle Boston Seat 2A 123457		Karen Cox Seat 3A 123458
Susan David Seat 1B 123459		Rex Egland Seat 2B 123460		Heather Franks Seat 3B 123461
Sean Grant Seat 1C 123462		Melissa Hect Seat 2C 123463		Elizabeth Jones Seat 3C 123464
Barbara Kraft Seat 1D 123465		Gina Long Seat 2D 123466		Trina Michaels Seat 3D 123467
Maurice Nova Seat 1E 123468		Rhonda Orlando Seat 2E 123469		No Show

Items needed for the test administration

You will need to provide the following items:

- Two timepieces for each testing room, to prevent mistiming:
 - a reliable watch (not a stopwatch)
 - a large clock, if the testing room does not have one
- Playback equipment for the Listening section, as explained on this page
- Pencil sharpener
- Signs to direct examinees to the testing rooms and rest rooms
- Whiteboard, chalkboard, flipchart, or something similar to write down information to share with the examinees. The native country code for test takers should be displayed here so that this information is available to enter on the answer sheet.
- A supply of No. 2 lead pencils with erasers

Equipment for the Listening Comprehension section

It is essential that the equipment you plan to use is in working order. Before the test date, check your playback equipment to ensure that it is functioning properly.

You will need a standard-size CD player that reproduces sound with minimum distortion. External high-fidelity loudspeakers should be used in any testing room with more than 15 examinees; for example, in an auditorium setting. Use a battery-powered CD player if there is a possibility of power outage; be sure to use fresh batteries. You must use an external speaker with a battery-powered player. Most CD players are equipped with a receptacle or jack for an earphone plug. To operate the external speaker, put the plug of the speaker into the earphone jack located on the player. External speakers of radios and other stereo equipment are usually the standard 8V types and therefore can be used for this purpose.

Directional signs

If you are testing examinees who are new to your school or not familiar with the location of the testing rooms, consider posting signs outside as well as inside the building to direct them to the testing rooms.

ON TEST DAY

Supervisors and associate supervisors must read this section carefully before administering the test. It is also suggested that proctors read this section.

Humanizing the test administration

Humanizing the examination process is important to the success of the administration. The following suggestions may be helpful.

- Greet the examinees courteously to ease their anxiety. Your words and behavior should show them that they are welcome and that you are there to help them. Stress the importance of this attitude with your staff.
- Make testing staff visible. Have them wear badges, name tags, or other identification that will enable examinees who are lost, confused or in need of assistance to find them easily.
- Treat all examinees equally. They may be nervous or sensitive during this important examination. You will want to make certain that none of your procedures makes one examinee feel different from any other.
- Tolerate some nervous noise before the test starts. Many people under stress relieve their anxiety through talk and movement.
- Be patient in responding to questions before the test begins. Most questions are sincere. As long as examinees confine their questions to the mechanics of testing, do your best to answer them.
- Be reasonable about requests to leave the room.
- Isolate anyone who is suspected of cheating or disturbing others. This should be done without disrupting the testing session or the other examinees.

Visitors

Except for observers authorized by ETS and/or your local ETS TOEFL *Junior* representative, visitors are not permitted to enter the room while testing is in progress. If a member of the facility staff or maintenance worker requires access during testing, check any identification and have a proctor accompany the person the entire time he or she is in the testing room. You are required to report any unauthorized visitor who appears on the day of the test.

Materials checklist

Be sure you have enough of the following testing materials:

- This manual
- Test books
- Answer sheets
- CDs — verify that the test form designation on the CDs matches the test books
- Code list — native country codes are in this manual
- Supervisor Report Form
- Supervisor Comment Sheet
- Violations Notice
- Pencils and erasers
- Note-taking paper

Inside the testing room

Set up the CD player with speakers located in the appropriate places, and test the equipment in the testing room. Run the CD to the beginning of the voice segment.

Equipment/facilities checklist

Check:

- Lighting
- Room temperature
- Room ventilation
- Location of outlets
- Audio recording equipment
- Distribution of tables/desks and chairs
- Location of blackboard/whiteboard
- Location of clock
- Rest rooms for concealed materials

Problematic conditions

If a last-minute change in testing rooms becomes necessary, station a proctor at the original location to direct examinees to the new location.

Before testing begins, if you are aware of a potential noise problem (bands playing, heating systems banging, etc.), move the administration to another building or to another room, if possible. In other situations, wherever practical, ask people outside the testing room to leave the area or talk more quietly. Even if it is impossible to totally avoid the noise, a few words from you will let the examinees know that you are aware of the problem and have made an effort on their behalf.

Admitting examinees to the testing room

Do not admit anyone who does not have the recommended identification (ID) document.

Step	Procedure for admitting examinees
	Complete the activities listed below before permitting an examinee to enter the testing room.
1	Check the examinee's identification, if applicable. Ask for identification from every examinee.
2	The examinee must present an acceptable and valid ID containing his or her name, photograph and signature.
3	Collect a signed Consent Form from each examinee age 18 and under (see sample Consent Form in this manual). Each examinee must provide a signed Consent Form in order to test.
4	Verify the test center name and write it on the board so that the examinees can copy it onto their answer sheets.
5	Write the native country code of the examinees on the board so they can copy it onto the answer sheet.

Remind examinees to keep their ID with them at all times, if applicable.

Recommended ID documents

Acceptable identification (ID) documents vary according to the location of the test administration. Therefore, you should use your best judgment regarding the authenticity of the ID documents presented by individuals who are not known to you personally. However, it is recommended that you adhere to the following guidelines.

If someone does not have a passport, or if an individual's passport does not contain his or her signature and photograph, an official letter from the agency or school he or she most recently attended is an acceptable ID document. The letter must have the individual's photograph glued (not stapled) to it, and the title, signature and seal of the official who issued the letter must overlap the photograph, as shown below. These ID requirements are described in the Examinee Handbook.



If you admit someone you do not know and you feel the ID document may not be authentic, advise the person that his or her answer sheet may not be scored. Canceling an examinee's score in this situation is at the discretion of the institution administering the test. Complete a supervisor's Irregularity Report detailing the circumstances and action taken.

Seating examinees

Examinees should be told which seats they are to occupy. Under no circumstances should you permit them to select their own seats. To avoid any possibility of friends carrying out a prearranged cheating plan, seat examinees in random order, that is, alternating from side to side or from the front to the back of the room in an uneven order. Do not seat them in a row as they enter the testing room.

Prohibited materials

Use of the following items in the testing room is strictly prohibited. Examinees who arrive at the center with such testing aids must be told that they may not bring them into the testing room. However, if examinees do not have access to a safe place to leave such items, they may, at the discretion of the supervisor, place them in their pockets or handbags or under their desks. Outerwear (coats, jackets, etc.) may be hung on the back of the examinee's chair. Cell phones, personal digital assistants (PDAs), BlackBerry® and any other electronic devices must be turned off and put away. Examinees must not have access to these devices during the test administration or breaks.

Items not allowed in the testing room
Backpacks, bags or briefcases
Books, pamphlets, or dictionaries
Calculator watches or watch alarms (especially with flashing lights or alarm sounds)
Calculators
Cellular or other telephones
Examinee-provided keyboards
Food or beverages
Hats or headwear (unless by religious requirement)
Highlighter pens or mechanical pencils of any kind
Listening devices, personal stereos, radios with headphones, or recorders
Nonmedical electronic devices (laptop computers, digital assistants, etc.)
Pagers (beepers) and PDAs
Papers of any kind (except scratch paper provided by the supervisor)
Copying or photographic devices
Slide rules, rulers, compasses, or protractors
Stencils or colored overlays
Transmitting or receiving devices

Staff members may not accept the responsibility of holding or safeguarding an examinee's personal possessions. **Anyone who does not comply with the prohibitions above should be dismissed. A detailed report should be submitted to ETS.**

Closing the testing room

At the designated time for the examination, and after all examinees present have been seated, close the doors to the testing room and begin the testing instructions. Any examinees arriving late may be admitted at your discretion up until the examination itself begins. Be certain the late examinee has an opportunity to read and understand any directions, has time to properly grid the information section of the answer sheet, and describe the late admission on the Supervisor Report Form.

Completing answer sheets

Instructions for filling out the answer sheet are given before the actual test begins. The answer sheet contains sets of circles ("grids") that examinees fill in to enter information about themselves and to record their answers to the test questions. Examinees must completely fill the intended circles with dark marks so the letters inside the circles cannot be seen. Light or partial marks may not be scored properly, and if the required information is not gridded accurately, an individual's score record may not be accurate. It is important, therefore, that examinees fully understand how to fill out the answer sheet. Supervisors, assistant supervisors, and room proctors should carefully monitor this activity to ensure that examinees are using **only No. 2**, medium-soft lead pencils and are gridding the answer sheets correctly.

See the sample answer sheet in this manual to become familiar with the information examinees will enter on their answer sheets. Note the examples that follow — make sure examinees fill in the circles in the **correct** way.

CORRECT	WRONG	WRONG	WRONG	WRONG
(A) (B) ● (D)	(A) (B) (C) (D)	(A) (B) (C) (D)	(A) (B) (C) (D)	(A) (B) (C) (D)

Allow sufficient time for all examinees to enter the preliminary information on their answer sheets. Some may not be familiar with standardized testing and answer sheet gridding and may require some special attention. The use of a non-standard pencil or pen, gridding a wrong digit, or other gridding errors may cause scores to be reported incorrectly. Spend as much time as necessary explaining the answer sheet to ensure accurate gridding.

Common gridding mistakes that you should watch for include:

- Gridding a number properly but failing to enter the number in the boxes at the top of the columns — the number must be both written and gridded.
- Gridding two digits in a single column and leaving another column blank.
- Failing to enter and/or grid zeros. Zeros should be treated the same as other digits.

Distributing test books

After the examinees have completed the identification portion of their answer sheets, give one test book to each examinee individually. If you distribute and collect the tests in this order, it will be easier for you to account for all materials at the end of the testing session. Do **not** permit examinees to help distribute the test books. You may examine a test book after the seal has been broken only if an examinee reports a defect.

At this time, one of your proctors must determine the number of examinees being tested and the number of unused test books (plus defective books, if any); together they must equal the number of test books you received from your local ETS TOEFL *Junior* representative.

If there is a discrepancy, inform the examinees that one of them was given an extra test book by accident and request that it be returned. If the book is not handed in, start the test, place the room in a proctor's charge, and report the circumstances to your ETS TOEFL *Junior* representative by phone. Examinees should not be dismissed until all reasonable checks are completed.

After you have distributed the test books, examinees should have nothing on their desks but their test books, answer sheets, pencils, and erasers. All other items should have been removed and placed out of sight.

Timing

Examinees must be given the prescribed amount of time to work on each section of the test. Follow the timing instructions in this manual. If you do not do so, any comparison of scores obtained by examinees at your administration with scores obtained by TOEFL *Junior* examinees at other administrations will not be meaningful.

Breaks

If it is necessary and you are asked, permit only one examinee at a time to go to the rest room during testing. Collect and hold the examinee's test book and answer sheet until he or she returns. Examinees must take their ID with them so it can be rechecked when they return.

Two or more examinees may go at the same time only if a proctor accompanies them. Under no circumstances should the testing room be left unattended.

Ensure examinees have no access to cell phones, electronic devices or any unauthorized aid.

Do not allow extra time for a rest room absence.

Note: Except for a routine absence, illness, or dismissal for misconduct, no examinee may leave the testing room before you dismiss the entire group at the end of the testing session.

Examinee misconduct and dismissal

Because of the need to maintain order as well as security at the testing site, you have the authority to dismiss an examinee for misconduct. If an examinee's behavior during testing has the potential to prevent others from doing their best work, warn the examinee that he or she will be dismissed if the disruptive behavior continues. You may also have the examinee sign a Violations Notice (see samples in this manual) to acknowledge that he or she has been warned.

Warn an examinee if he or she:

- Gives or receives assistance of any kind
- Uses a prohibited aid
- Disturbs other examinees
- Looks through the test book before the start of the test
- Looks at the wrong test section
- Removes a page or any part of a page from the test book
- Works longer than permitted
- Refuses to adhere to any other testing regulation

If the examinee does not heed your warning, dismissal may be warranted. Collect the examinee's test materials and dismiss him or her from the room. Advise the examinee only that failure to adhere to testing procedures after receiving a warning has made your action necessary, and that you are required to report the matter to ETS or your local ETS TOEFL *Junior* representative.

In certain cases you may be reluctant to dismiss an examinee for fear of embarrassment, further disturbing other examinees, etc. You should dismiss when warranted, but use your best judgment in handling each situation. Be sure to describe such incidents in detail on the Supervisor Report Form, and attach any dismissed examinee's test book and answer sheet to the report form.

ADMINISTRATION IRREGULARITIES

Any irregularities of administration should be noted on the Supervisor Irregularity Report, and the report should be returned to your ETS TOEFL *Junior* representative with the used answer sheets. Where appropriate, indicate the test section(s) and question number(s) affected, the examinee name(s), and the irregularity being reported.

Group irregularities:

Mistiming

Report mistimings that affect an entire group by writing the name of the section(s) affected, the question number(s) affected, and the amount of time involved. All reports of the amount of time involved should be given in “reset time” (see note below). Undertiming should be corrected during the testing session, if possible; overtiming must be reported. If too much time was allowed, you should consider rescheduling the test using an alternate form.

Note: “Reset time” is used to prevent mistimings during the test; the timing is done by resetting watches to common times, which are specified in the instructions for administering the test. The time shown on a reset watch used for timing the test is rarely the actual time.

Defective recording

If you find that one of the CDs is not satisfactory, print the word “defective” on the label and return the CD with the used answer sheets. If all the CDs sent to you are defective, do not administer the test. If defective materials cause a loss of time, at the end of the test administration allow the examinees the amount of time missed to work on the section that contained the defect. Note this on the Supervisor Irregularity Report. If a CD is defective and a replacement is available, resume testing exactly where you stopped so that examinees do not listen to the same material twice.

Emergencies

Report any emergency over which you have no control, such as a natural disaster, power failure, or other unusual disturbance. Explain the extent of the disturbance, indicate the test section(s) and question number(s) affected, and describe what you did to resolve the problem.

Possible test question errors

Report possible typographical errors or ambiguities in test questions; be sure to indicate the test sections and question numbers. If an examinee has comments or questions about the test or any of the test questions, provide the examinee’s name and a brief account of his or her comment or concern.

Individual irregularities

Defective test materials

Test book — If a test book is defective, replace it with a new book. Direct the examinee to write his or her name and the name of the institution on the front cover of the test book. The examinee should then continue with the new book, starting with the same question he or she was working on when the defect was noticed. On the front cover of the defective test book, write “defective,” a description of the defect, and the page number. Return the defective and new books with the examinee’s answer sheet. Report the examinee’s name and that the examinee used two books because one was defective. If defective materials cause a loss of time, at the end of the test administration allow the examinee the amount of time missed to work on the section that contained the defect. Note this on the Supervisor Irregularity Report.

If any examinee reports a printing error in the test book that affects only one or two test questions, advise the examinee to continue with the test using the same test book and answer sheet. Then write the examinee’s name and student number on the Supervisor Report Form and give the question number(s) and page number of the defect. Write “defective” on the cover of the test book and attach the test book to the Supervisor Irregularity Report.

Answer sheet — If an answer sheet is defective, give the examinee a new answer sheet. If the defect is noticed before the test begins, allow the examinee time to complete the identification portion of the new answer sheet before starting the test. If the defect is noticed after the test begins, tell the examinee to write his or her name on the answer sheet and continue with the test, starting with the same question he or she was working on when the defect was noticed. If you do not have extra answer sheets for this purpose, tell the examinee to circle the answer choices in the test book. On the Supervisor Irregularity Report, write the examinee’s name and note the examinee used two answer sheets or marked answers in the test book because of a defective answer sheet. Return the examinee’s test book with the answer sheets.

Examinee errors/cheating activities

Violation Notice Forms are provided for your convenience in handling the irregularities described below. Violation Notices may be used for any unacceptable behavior in the testing room. Having an examinee sign a notice ensures that the examinee understands that the procedures that must be followed in the testing room have been violated and provides a written record of the activity for your files.

Working on the wrong section

If an examinee is found working on the wrong section of the test, tell him or her to turn to the correct section and to read and sign a Violation Notice. If the examinee is found repeating the violation, complete and sign the bottom portion of the notice. The answer sheets of first offenders should be scored; the answer sheets of examinees for which you have signed Violation Notices should **not** be scored. Report only the names of examinees whose answer sheets are not to be scored and the reason for not reporting the scores.

Giving or receiving assistance

Should you suspect someone of cheating, have the examinee read and sign a Violation Notice form and change his or her seat. If you are convinced beyond a reasonable doubt that someone is giving or receiving assistance during the test, have the examinee read and sign a Violation Notice and ask him or her to leave the testing room. Before dismissing the examinee, collect the test book and answer sheet and inform him or her that the answer sheet will not be scored. Do not permit the examinee to remain in the testing room, and, once he or she has left the room, do not permit him or her to return. Report the names of examinees whose answer sheets are not to be scored and the reasons for not reporting the scores.

Not following instructions

If an examinee marks some or all the answers in the test book, remind him or her that credit will be given only for answers marked in the proper spaces on the answer sheet. Ask the examinee to read and sign a Violation Notice. Scores will not be reported for examinees who mark answers in their test books unless they have been given permission to do so (see “Defective test materials, Answer sheet” above).

Absence due to illness

If an examinee becomes ill and must leave the testing room, collect the test book and answer sheet. If the individual plans to return to the testing room and is not personally known to you, explain that he or she must leave his or her ID with you; if the examinee refuses to do so and you elect not to readmit him or her, be sure he or she understands why. In any case, if the examinee returns, verify his or her identity and return the test materials. No extra time is permitted for someone who leaves the testing room and then returns to complete the test. If someone must leave permanently because of illness, collect the test book and answer sheet and ask the examinee whether she or he wants the test scores reported or canceled. If the examinee requests that the scores be canceled, write “cancel scores” on the answer sheet. Report the examinee’s name and student number and the reason for canceling the scores. Ensure that the test materials are secured and not left unattended.

INSTRUCTIONS FOR TEST ADMINISTRATOR AND DIRECTIONS TO BE READ TO EXAMINEES

Supervisors must read aloud to the examinees all directions printed in **boldface** type in the shaded boxes, pausing where four dots appear to allow time for examinees to complete the procedure. Read the directions slowly and repeat them if necessary. However, do not depart from these directions or answer any questions about the content of the test. When everyone has been admitted and seated according to your prearranged seating plan, say:

Please remove everything from your desk but your pencils and erasers. Place all other materials where they cannot be seen. . . . In a moment you will be given an answer sheet. You must use a No. 2 pencil with medium-soft black lead to mark your answer sheet; pens, colored pencils, and liquid lead are not permitted. It is not possible to score your answer sheet if you use a pen. DO NOT WRITE ANYTHING ON THE ANSWER SHEET UNTIL I TELL YOU TO DO SO.

Distribute one answer sheet to each examinee individually. When everyone has an answer sheet, say:

When I tell you to do so, turn your answer sheet so that you can begin writing in the box labeled “Print your name in your first language.” When you are ready, look at me. . . .

In the white box at the top left of the answer sheet, print your name in your first language. When you have finished, look at me. . . .

In the middle white box “Test Center Name,” please print the Test Center Name as it appears on the board.

In the next white box, “Form Code,” print the Form Code as it appears on the board.

Hold up a blank answer sheet to the class and point out the area at the top right corner that indicates the correct way to fill in the circles for the answer sheet.

When you fill in the circles on your answer sheet, be sure to make dark marks so the letters inside the circles cannot be seen.

Look at Area 1 on your answer sheet, “Name.” Print your name. Using one box for each letter, first print your family name, then your first (given) name. Leave one box blank between names. Then, below each box, fill in the circle matching the same letter. Be sure each of your marks is dark enough to completely cover the letter within the circle. You must not be able to see the letter. If you make a mistake, erase the mistake completely. Do not make any extra marks on your answer sheet.

If you are using student numbers, please read the following; do not read if you are not using the Area 2 field.

In Area 2, print your student number, as assigned. In the column beneath each number you copied, fill in the circle that contains the same number. Mark zeros just as you mark other numbers. . . .

In Area 3, “Date of Birth,” print the numbers of your birth date in the boxes at the top of the group of columns by year, month, and day. Then, beneath each box, fill in the circle that contains the same number. . . .

Please refer to the list of Country Codes found in this manual to locate the appropriate country code for your testing session. Write the code on the blackboard/flip chart.

Look at the board and find the code for the country where you were born. Enter the code in Area 4. Then, beneath each box, fill in the circle that contains the same number.

Read the instructions for completing Areas 5 and 6 only if you are using these fields on the answer sheet.

In the boxes at the top of Areas 5 and 6, copy the Group Code and Code Sets which are marked on the board. Then, below each box, fill in the circle containing the same number. . . .

In box 7, “Gender,” fill in the appropriate circle for male or female. . . .

In box 8, fill in the circle that shows your Current Grade Level. . . .

In box 9, fill in the circle that indicates how many times you have taken the TOEFL *Junior* test in the past. This does not include today’s test. . . .

In box 10, fill in the circle that indicates how many years you have been studying English at a school, including this year. . . .

In box 11, fill in the circle that best describes how many hours per week you study English in your regular school. . . .

In box 12, fill in the circle that best describes how many hours per week you study English outside of your regular school. . . .

In box 13, fill in the circle that best describes whether you have lived in an English-speaking country. . . .

Now I will hand out a test book to each person. Do not open the test book.

Give one test book to each examinee individually. Do not ask examinees to assist you. When you have finished distributing the test books, say

Look at the test form code printed in the upper right corner of your test book. Now look at the Form Code box at the top right side of your answer sheet and verify that the form code on the test book matches what you wrote in the Form Code box. Keep your test book closed. If you have any questions, raise your hand. . . .

After you have answered any questions and the examinees are ready, continue with the directions.

You may have only your test book, answer sheet, pencils, erasers, and note-taking paper on your desk during the test. All cellphones or any other electronic devices must be turned off and put away. Do not mark your answers in the test book or make any notes in your test book or on the answer sheet. You will receive credit only for answers marked in the proper places on your answer sheet. Be sure all your marks are dark enough to completely cover the letters within the circles. You must not be able to see the letters. If you make a mistake, erase the mistake completely.

Try to answer every question, but do not be concerned if you cannot answer all of them. There is no penalty for guessing. If you are not sure of the correct answer, make the best guess you can and go on to the next question.

The test is divided into three sections. Do *not* omit any section. Each section has a different time limit. During the time allowed for each section, work *only* on that section. Do *not* go back to a section you have already worked on, and do *not* start the next section until I tell you to do so. It is *cheating* if you work on a section other than the one you are instructed to work on. If you fail to follow these instructions, you will be required to turn in your test materials, and your answer sheet will not be scored.

Even if you finish a part or section before time is called, you must stay in your seat and remain quiet. There will be a rest break after the Listening Comprehension Section. When you have finished the entire test, stay in your seat until I have collected all the test materials and you are all dismissed. Do not read aloud or talk once the test has begun, and do not ask any questions about the test questions. If you find something wrong with your test book or answer sheet during the test, raise your hand. Do you have any questions?

Answer any questions examinees may have about procedures, then say:

Now turn your answer sheet over to page 2. The first section is the Listening Comprehension section.

You will be given two sample questions, A and B. After the sample questions, you will begin the Listening Comprehension section with number 1 on the answer sheet. All the directions for this section are given on the recording you will hear in a moment. You will have approximately 35 minutes to complete this section. I will begin the recording now.

Start the recording. Make any necessary adjustments or seating changes after the completion of the introductory statements on the recording. You may replay these statements if necessary. It is very important that you make any necessary adjustments at this time so all students can hear the recording clearly.

Supervisors and room proctors should walk around the room as soon as examinees begin each section to be sure everyone is working on the correct section and marking the answers in the appropriate areas on the answer sheet. Section titles are printed at the top of each page of the test book to distinguish the sections and to help supervisors and proctors ensure that everyone is working on the same section.

At the conclusion of the Listening Comprehension section, you will hear the speaker say, "Stop. This is the end of the Listening Comprehension section." The timing for this section may vary by a few minutes from test to test, depending on the length of the recording. Turn off the recording and say:

Stop work. You will now have 25 minutes to work on the Language Form and Meaning section. You may not read or work on any other section during this time. Now turn to the Language Form and Meaning section in your test book. You will be given two sample questions, A and B. After the sample questions, begin with number 1 in the Language Form and Meaning section of the answer sheet. As you answer questions in this section, be sure to read every sentence very carefully. Now read the directions and begin work.

Immediately set your watch for the exact reset watch time of 25 minutes. After 15 minutes, say:

10 minutes remain in this section of the test.

After 25 minutes, say:

Stop work and put your pencil down. You may not make any more marks on your answer sheet. If you do, it will be considered cheating. Close your test book and keep it closed. Put your answer sheet inside your test book. . . .

You may give the examinees a 5-minute rest break at this time. Examinees should be permitted to stand and stretch. If examinees need to go to the rest room, follow the instructions on page 12. At the end of 5 minutes, say:

You will now have 50 minutes to work on the Reading Comprehension section only. You may not read or work on any other section during this time. Now turn to the Reading Comprehension Section in your test book. You will be given two sample questions, A and B. After the sample questions, you will begin with number 1 in the Reading Comprehension section of the answer sheet. Read the directions and begin work.

Immediately set your watch to the exact reset watch time of 50 minutes. After 40 minutes, say:

10 minutes remain.

After 50 minutes, say:

Stop work and put your pencil down. You may not make any more marks on your answer sheet. If you do, it will be considered cheating. Close your test book and keep it closed. Do not put your answer sheet inside your test book.

Now take out your identification document and place it on your desk. I must check your identification document to see that the name on your document matches the gridding of your name on the answer sheet. I am going to collect the test books first and then the answer sheets. No one may leave the room until all materials have been collected and counted. You must remain in your seat, and you may not talk until you are dismissed.

DO NOT permit any examinee to leave the testing room until all test materials have been collected and accounted for. First, collect the test books and note-taking paper from each examinee individually. **Do not ask examinees to help collect the test books or answer sheets.** Place the test books in the shipping cartons and put the cartons where the examinees will not have access to them as they leave the room. Then collect the answer sheets from each examinee individually. It is essential that the answer sheets, which are of primary importance to the examinees, be collected last.

As you collect the answer sheets, verify the identity of each person and check carefully to see that the gridded name in Area 1 of the answer sheet corresponds with the name in the boxes above the gridding. Resolve any discrepancy with the examinee immediately. Place the answer sheets where examinees will not have access to them as they leave the room.

Before you dismiss the examinees, be sure you have the correct number of used and unused test books, answer sheets and Consent Forms.

DO NOT allow examinees to examine the test books or answer sheets after they have been returned to you. No one but authorized personnel at your institution may have access to the answer sheets.

After you have accounted for all test-related materials that were sent to you, dismiss the group.

After the examinees leave the room, for each answer sheet fill in the circle located in the shaded "ETS Use Only" box in the upper right corner to indicate that you have a Consent Form on file for that examinee.

AFTER THE TEST

Supervisor Report Form

Detach the completed Supervisor Report Form from this manual and return it with the answer sheets to ETS or your local ETS TOEFL *Junior* representative. The front side of the form provides spaces for recording quantities of test materials received, used, unused, and returned; you may use the reverse side for making comments and/or suggestions about the test or the testing program. If you are reporting any irregularities, also submit a Supervisor Irregularity Report.

Be sure that the number of used answer sheets being returned equals the number of examinees who were admitted to the testing room plus any defective answer sheets. The number of used and unused test books being returned must equal the number of test books you received.

Returning answer sheets, test books, and related materials

You may not order additional test materials until ETS or your local TOEFL *Junior* representative has received all test materials from the current administration.

Returning answer sheets and Supervisor Report Form

Follow the instructions included in your test shipment for returning the following materials immediately after the test administration.

- Used answer sheets (DO NOT FOLD)
- Consent Forms
- Test books in which answers have been marked, if any
- Defective test books and answer sheets, if any
- Completed Supervisor Report Form
- Supervisor Irregularity Report, if needed

Return these materials in the large envelope provided.

Returning Test Books and Remaining Materials

Follow the instructions included with your test shipment for returning the materials listed below within 3 days:

- Used test books
- Unused test books
- Unused answer sheets
- CDs for the Listening section

Do not return this manual. To ensure prompt return of the materials, follow the return instructions included with the testing materials.

Supervisor's Report Form

Test Center Name

City/State/Province/Country

Administration Date

Country Code

	Quantity
1. a. Test Books Received	
b. Answer Sheets Received	
c. CDs Received	
2. a. Used Answer Sheets Returned	
b. Used Test Books Returned	
c. Unused Test Books Returned	
d. Unused Answer Sheets Returned	
e. Total Number of Test Books Returned	
f. CDs Returned (Please return any defective materials with used answer sheets)	

This test was administered in exact accordance with instructions.

Signature of Supervisor

Date

**Designated
Organization
Use Only**

Date Answer Sheets Received _____ Date Test Books Received _____

VIOLATIONS NOTICE

You have not followed the supervisor's instructions. This is a violation of the testing procedures. If you do not follow instructions, the supervisor has the authority to cancel your score.

VIOLATION:

- Giving or receiving assistance
- Creating a disturbance
- Working on the wrong section
- Not following instructions
- Other

Print and sign your name in the spaces below to show that you have read this notice and understand that you must follow testing procedures

Student Name

Examinee's Signature

SUPERVISOR: Describe the violation on the other side of this form. Before signing this notice, read "Examinee Errors/Cheating Activities" in the Administration Irregularities section of this manual.

Supervisor's Name

Date

Supervisor's Signature

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VIOLATIONS NOTICE

You have not followed the supervisor's instructions. This is a violation of the testing procedures. If you do not follow instructions, the supervisor has the authority to cancel your score.

VIOLATION:

- Giving or receiving assistance
- Creating a disturbance
- Working on the wrong section
- Not following instructions
- Other

Print and sign your name in the spaces below to show that you have read this notice and understand that you must follow testing procedures

Student Name

Examinee's Signature

SUPERVISOR: Describe the violation on the other side of this form. Before signing this notice, read "Examinee Errors/Cheating Activities" in the Administration Irregularities section of this manual.

Supervisor's Name

Date

Supervisor's Signature

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CORRECT	INCORRECT	INCORRECT	INCORRECT	INCORRECT
A B ● D	A B ✓ D	A B ✗ D	A B ● D	A B C D

LISTENING COMPREHENSION

SAMPLES		7 A B C D	16 A B C D	25 A B C D	34 A B C D
A A B C D	B A B C D	8 A B C D	17 A B C D	26 A B C D	35 A B C D
1 A B C D	2 A B C D	9 A B C D	18 A B C D	27 A B C D	36 A B C D
3 A B C D	4 A B C D	10 A B C D	19 A B C D	28 A B C D	37 A B C D
5 A B C D	6 A B C D	11 A B C D	20 A B C D	29 A B C D	38 A B C D
		12 A B C D	21 A B C D	30 A B C D	39 A B C D
		13 A B C D	22 A B C D	31 A B C D	40 A B C D
		14 A B C D	23 A B C D	32 A B C D	41 A B C D
		15 A B C D	24 A B C D	33 A B C D	42 A B C D

LANGUAGE FORM AND MEANING

SAMPLES		7 A B C D	16 A B C D	25 A B C D	34 A B C D
A A B C D	B A B C D	8 A B C D	17 A B C D	26 A B C D	35 A B C D
1 A B C D	2 A B C D	9 A B C D	18 A B C D	27 A B C D	36 A B C D
3 A B C D	4 A B C D	10 A B C D	19 A B C D	28 A B C D	37 A B C D
5 A B C D	6 A B C D	11 A B C D	20 A B C D	29 A B C D	38 A B C D
		12 A B C D	21 A B C D	30 A B C D	39 A B C D
		13 A B C D	22 A B C D	31 A B C D	40 A B C D
		14 A B C D	23 A B C D	32 A B C D	41 A B C D
		15 A B C D	24 A B C D	33 A B C D	42 A B C D

READING COMPREHENSION

SAMPLES		7 A B C D	16 A B C D	25 A B C D	34 A B C D
A A B C D	B A B C D	8 A B C D	17 A B C D	26 A B C D	35 A B C D
1 A B C D	2 A B C D	9 A B C D	18 A B C D	27 A B C D	36 A B C D
3 A B C D	4 A B C D	10 A B C D	19 A B C D	28 A B C D	37 A B C D
5 A B C D	6 A B C D	11 A B C D	20 A B C D	29 A B C D	38 A B C D
		12 A B C D	21 A B C D	30 A B C D	39 A B C D
		13 A B C D	22 A B C D	31 A B C D	40 A B C D
		14 A B C D	23 A B C D	32 A B C D	41 A B C D
		15 A B C D	24 A B C D	33 A B C D	42 A B C D



Supervisor Irregularity Report

Institution name _____ Session date ____ / ____ / ____

Test supervisor name _____ Country code _____

In the event of an irregularity during the testing session, record the irregularity in as much detail as possible by completing this form. You may use additional sheets of paper if you do not have sufficient room to write the description in the column provided.

Is the irregularity for the entire group or for an individual examinee? (Check the appropriate choice)	Describe the irregularity in as much detail as you can. Also describe what action you took and the result.
_____ Group _____ Individual Student name(s)/number(s): _____	What happened and what action did you take?
_____ Group _____ Individual Student name(s)/number(s): _____	What happened and what action did you take?
_____ Group _____ Individual Student name(s)/number(s): _____	What happened and what action did you take?

Is the irregularity for the entire group or for an individual examinee? (Check the appropriate choice)	Describe the irregularity in as much detail as you can. Also describe what action you took and the result.
<p> <input type="checkbox"/> Group <input type="checkbox"/> Individual Student name(s)/number(s): _____ </p>	<p>What happened and what action did you take?</p>
<p> <input type="checkbox"/> Group <input type="checkbox"/> Individual Student name(s)/number(s): _____ </p>	<p>What happened and what action did you take?</p>
<p> <input type="checkbox"/> Group <input type="checkbox"/> Individual Student name(s)/number(s): _____ </p>	<p>What happened and what action did you take?</p>
<p> <input type="checkbox"/> Group <input type="checkbox"/> Individual Student name(s)/number(s): _____ </p>	<p>What happened and what action did you take?</p>

Duties of Room Proctors

It is very important that standard procedures be followed at all administrations. Your primary duties are listed below. Ask the supervisor or an associate supervisor for assistance if you have any questions about procedures during the test.

Before the Test:

- Help the supervisor prepare the testing room(s).
- Assist the supervisor in admitting examinees to the testing room. Each examinee must show the required identification.
- Direct examinees to their seats according to the supervisor's instructions. Do not permit examinees to select their own seats.
- Be sure examinees do not have books, electronic or photographic devices, or papers of any kind in the testing room.

During the Test:

- Assist the supervisor in distributing the test materials. Do not permit examinees to help.
- Help examinees fill out their answer sheets as the instructions are given. For each answer sheet, **be sure** the name and student number, if applicable, printed in the boxes match the letters and numbers in the circles the examinee fills in.
- Each examinee is responsible for filling in the circles on his or her answer sheet correctly.
 - Examinees must mark **only one answer** to each test question. If an examinee marks more than one answer to a single question, the question will not be scored.
 - The circle must be completely filled with a dark mark so that the letter inside the circle cannot be seen. Light or partial marks may not be scored correctly.
- Walk around the room during the test to be sure every examinee is working on the correct test section and is marking his or her answers in the correct section of the answer sheet. Tell an examinee who is working on the wrong section that he or she must work on the correct section of the test. Have the examinee sign a Violation Notice and give the notice to the supervisor.
- Guard against attempts to cheat. An examinee must not look at another person's answer sheet. Watch for attempts to give information by methods such as tapping a pencil, or by hand or body movements.

After the Test:

- Assist the supervisor in collecting the test materials. Collect an answer sheet from each examinee. Look at the examinee's identification document(s) and verify the examinee's identity. Check to see that the name written in the boxes on the answer sheet and in the circles beneath the boxes matches the name on the ID document(s). This is essential to guard against one person attempting to take the test for another.
- Be sure that no one takes a copy of the test book or any other test materials when the examinees are dismissed from the testing room.

NATIVE COUNTRY CODES

Country/Region	Country Code	Country/Region	Country Code	Country/Region	Country Code
Afghanistan	001	India	260	Saudi Arabia	490
Albania	003	Indonesia	265	Scotland	495
Algeria	005	Iran	270	Slovakia	503
Argentina	015	Iraq	273	Slovenia	504
Armenia	016	Ireland	275	Singapore	505
Australia	020	Israel	280	South Africa	510
Austria	025	Italy	285	Spain	515
Bahrain	040	Japan	300	Sri Lanka	520
Belgium	055	Jordan	305	Sweden	535
Belize	056	Korea (DPR)	314	Switzerland	540
Bolivia	065	Korea (ROK)	315	Syria	545
Bosnia and Herzegovina	069	Kuwait	320	Taiwan	555
Brazil	075	Laos	325	Thailand	565
Bulgaria	085	Latvia	328	Tunisia	580
Belarus	094	Lebanon	330	Turkmenistan	584
Cambodia	307	Libya	340	Turkey	585
Canada	100	Lithuania	344	United Kingdom	588
Chile	115	Macao	347	Ukraine	589
Colombia	120	Macedonia, Former Yugoslav Republic of	348	United Arab Emirates	591
Costa Rica	130	Malaysia	360	United States of America	592
Croatia	133	Mexico	375	Venezuela	600
Czech Republic	142	Morocco	380	Vietnam	605
Denmark	150	Netherlands	390	Wales	610
Dominican Republic	155	New Zealand	405	West Bank	611
Ecuador	165	Nicaragua	420	Yemen	623
Egypt	170	Northern Ireland	434	Other	999
El Salvador	175	Norway	435		
England	180	Oman	443		
Estonia	184	Pakistan	445		
Finland	195	Panama	450		
France	200	Paraguay	455		
Gaza Strip, The	206	China, People's Republic	457		
Georgia	208	Peru	460		
Germany	210	Philippines	465		
Great Britain	219	Poland	470		
Greece	220	Puerto Rico	474		
Guatemala	230	Portugal	475		
Honduras	245	Qatar	477		
Hong Kong	250	Romania	483		
Hungary	251	Russia	484		



Consent Form

This TOEFL *Junior* test administration (the “Test”) is being conducted by _____, located at _____, and Educational Testing Service, located in Princeton, NJ (“ETS”).

The Test will take approximately 110 minutes to complete.

You agree that all information you provide, including demographic and background information, your answers to the test questions, and your scores, may be used for research, development, and marketing purposes relating to the Test. Information about you, including your first and last name, student number, date of birth, country code, course level, number of years studying English, grade level, school name, demographic and background questions, and responses to questions (“Personal Information”) will be collected during the Test. Your name and other identifying information (first and last name, student number, date of birth) will be kept confidential and will not appear in any presentations or other publicly available materials, except that some of your Personal Information will appear on your score report.

You may request to review your personal identifying information by contacting [enter email address and telephone number].

You agree to maintain the full confidentiality of all test questions, specifically not to reproduce or disclose any test question or answer in whole or in part to any person or entity in any form.

I have read the above statement and understand and agree to these terms. I confirm that I am 18 years old or older. (If not, a parent or guardian must provide consent as well.)

I hereby expressly consent to permit _____ and ETS to transfer my Personal Information, including my personal identifying information, into and out of the United States and other countries worldwide and to use such Personal Information for the purposes stated herein.

Name (please print) _____

Signature _____ Date _____

For examinees under 18 years old:

I have read the above statement and understand and agree to these terms. I hereby expressly consent to permit _____ and ETS to transfer Personal Information, including personal identifying information, belonging to the above-named examinee into and out of the United States and other countries worldwide and to use such Personal Information for the purposes stated herein.

Name of parent/guardian (please print) _____

Signature _____ Date _____

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