



**TOEIC**

*Listening. Learning. Leading.*

# Administration Supplement



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

**PLEASE READ THIS ENTIRE MANUAL BEFORE  
ADMINISTERING THE TEST.**

## What This Manual Contains

This manual provides specific information about the responsibilities of the TOEIC® test administrator including procedures that administrators should follow before, during, and after a test administration, and suggestions to help the administrator carry out these responsibilities smoothly and effectively. **You must also read the “TOEIC Test Administration Procedures” prior to administering the TOEIC test.** Those procedures outline security considerations, examinee seating assignments, irregularity reporting, and other important administration instructions.

## Before the Test

### Test Length

The actual testing time for the TOEIC test is approximately two hours. Additional time is required, however, to seat the examinees, distribute the testing materials, and fill in biographical information and the TOEIC Background Questionnaire responses on the answer sheet before beginning the actual test. Allot at least two and one-half hours to administer the test.

Section I: Listening Comprehension, about 45 minutes (Parts I, II, III, IV)

Section II: Reading Comprehension, 75 minutes (Parts V, VI, VII)

## Specialized Client Codes

### Group Codes

To track the performance of certain TOEIC examinees or groups of examinees, your ETS Associate may ask you to assign a five-digit group code to a specific group or groups of examinees at a test administration. Your ETS Associate will provide you with information concerning group codes in advance of the test administration. On the day of the test, you may be asked to instruct each group to fill in a unique five-digit code on the answer sheet (see page 3 of this manual).

### Custom Codes

To track the performance of certain TOEIC examinees or groups of examinees, your ETS Associate may ask you to assign one, two, or three specialized custom code(s) to a specific group or groups of examinees at a test administration. Your ETS Associate will provide you with information concerning custom codes in advance of the test administration. On the day of the test, you may be asked to instruct each group to fill in one, two, or three unique three-digit code(s) on the answer sheet (see page 3 of this manual).

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## On the Day of the Test

### Instructions for Administering the Test

Read aloud to the examinees all directions, except those in italics, enclosed in the boxes on the following pages. Pause where three dots appear to allow time for the procedures to be carried out. Do not depart from these instructions or answer any questions regarding the content of the test. If any discrepancy should occur between the examinee directions printed in the test book and the corresponding directions in this manual, those in the test book should be given priority.

*When everyone has been seated, say:*

Good morning, and welcome to the TOEIC test administration. Testing will begin in a few minutes. I am required to read the instructions exactly as written, and cannot deviate from them. Listen carefully to these instructions as I read them.

The TOEIC Program is obligated to report scores that accurately reflect the performance of the examinee. For this reason, TOEIC maintains test administration and test security standards. You should be aware that misconduct on your part will result in dismissal from the test. Giving or receiving assistance with answers to test questions, looking through the test book before the start of the test, working on test questions or marking your answer sheet after time is called, removing any test materials from the testing room, attempting to take the test for someone else, or causing a disturbance of any kind will result in your dismissal from the test and the cancellation of your scores. Also, if you use any testing aids, including mechanical pencils, cell phones, scratch paper, pens, a dictionary, highlighter pen, ruler, translator or electronic device, or if you fail to follow the required testing procedures, you will be dismissed from the test center and your test scores will be canceled by the TOEIC Program. No smoking, eating, or drinking is permitted during the test administration.

Please remove everything from your desk except pencils and erasers. Place any other materials where they cannot be seen. Paper may not be used for taking notes during the test.

Be certain to mark your answers on your answer sheet and NOT in your booklet—you will receive credit only for answers marked in the proper places on your answer sheet.

I am now going to give each of you a test book, an answer sheet, and a background questionnaire. Do not break the seal on the test book until I tell you to do so.

When you receive your test book, read the directions on the back cover.

*[Hold up a test book and indicate the directions on the back cover.]*

Distribute one test book, answer sheet, and background questionnaire to each examinee individually. Check that the number of test books distributed plus the number of unused test books equals the number of books received. Make sure no one breaks a test book seal until told to do so.

See page 10 in the *TOEIC Test Administration Procedures* for additional instructions on handing out test books and what to do if there are any discrepancies.

### Instructions for Completing the Answer Sheet and Questionnaire

*When everyone has a test book, say:*

After you have read the directions on the back cover, look up from your desk.

On the front of your test book in the box at the top, print your full name beginning with your family name first.

*When everyone is ready, say:*

Now turn your answer sheet so that the title "TOEIC" is at the top left corner.

*[Demonstrate with an answer sheet how the answer sheet should be positioned.]*

Find the section of the answer sheet marked "1. Name." At the arrow, using one box for each letter, print your last (family/surname) name(s) in the first area. If you have more than one last (family/surname) name, leave a space between names.

If you have a suffix (Jr., Sr., etc.), leave a space after your last (family/surname) name(s) and fill in the suffix. In the second area, print your first (given) 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.

*[Illustrate how an accented name should be completed.]*

Where there is a blank box, do not fill in a circle...

*[Check to see that examinees are entering the information correctly.]*

If your name contains a hyphen or an apostrophe, these characters are shown at the bottom of the alphabet, below the "Z." Like letters, the hyphen and the apostrophe each take up one space in your name. Use one box for each hyphen or apostrophe and fill in the corresponding circle(s). Be sure that no other circle in the same column is filled...

Next, in the top right corner of the answer sheet, in the section marked "2. Sex," fill in the circle that corresponds to your sex... Next, in the box marked "3. Country Code" write in the three boxes the code that corresponds to your country of origin and fill in the appropriate circles.

*[Refer to the list on page 6 of this manual and provide examinees with the appropriate code(s) to enter.]*

Then, complete the section marked "4. Language Code" in the same way, by writing the appropriate code for your native language and filling in the corresponding circles...

*[Refer to the list on page 7 of this manual, providing examinees with the appropriate codes to enter.]*

Have you been asked to use identification numbers for this testing session?

If **NO** say:

Leave section 5 blank... Go on to section 6.

If **YES** say:

Next, in the bottom left corner of the answer sheet, in the box marked "5. Identification Number," write from left to right your identification number in the fifteen boxes provided. Then fill in the circles that correspond to the numbers... For example, if your identification number is 12345, you would fill in from left to right "12345" in the first 5 boxes and leave the last 15 boxes blank... *[If examinees do not have an identification number, ask them to leave this section blank.]*

When everyone is ready, say:

In the section marked "6 . Date of Birth," write from left to right, your date of birth in the boxes and fill in the corresponding circles. Fill in the month, then the day, and then the year. If the month or day has only one digit, fill in a "0" for the first digit. Fill in the full four-digit year. For example, July 8, 1963 should read "07/08/1963"... *[Check to see that the examinees are entering the information correctly.]*

Next, in the box marked "7," print your job title, the name of the organization where you work, and the city where the organization is located... In the box marked "8," above "Testing Location," print the name of the organization/institution where today's TOEIC test is taking place. On the next line print the name of the city or town where the test is taking place... Now look at the front cover of your test booklet and find the serial number. Write the number in box 9 "Test Book Serial Number" ...

*[Indicate the exact location of the serial number for the examinees. Be sure that the examinees do not confuse the serial number with the test form designation printed in the upper-right corner of the test booklet (for example, 3UIC9, 4CIC12, etc.). Check to make sure that all examinees have completed side 1 of the answer sheet before going on to side 2.]*

Have you been asked to assign a group code(s) for this test session? (Consult the ETS Associate and refer to the inside front cover of this manual for further information on groups and group codes.)

If **NO** say:

Leave section 10 blank... Go on to section 11.

If **YES** say:

Now turn your answer sheet over to side 2 and find the section marked "10. Group Code," write the number \_\_\_\_\_ [say the code that has been selected] and fill in the corresponding circles.

When everyone is ready, say:

Next, find the section marked 11 "Questionnaire Responses." The questionnaire asks about your educational, work, English language, and TOEIC experience. The responses enable the TOEIC Program to learn more about the people who take the test and the factors that affect TOEIC scores and improvement in English ability. You are encouraged to answer all of the questions. Your responses to the questionnaire are kept confidential and do not in any way affect your TOEIC scores.

In section 11 of the answer sheet, questions 1-14, [or if you have been instructed to use one of the local questions 15-18, instruct the examinees to complete these questions as well] you are to fill in the circle beside the letter that corresponds to the same question and answer choice for the background questionnaire. If you have questions about any of the questions or answer choices, raise your hand and ask your test administrator. The questionnaire should take about 10 minutes to complete. When you have finished, you can review questions 1-14... [or 1-15, 16, 17 or 18 if local questions are used.] Please begin. [Check to see that the examinees are filling in the information correctly.]

While the examinees are carrying out these instructions, you or the proctors should check to be certain that the examinees are completing their answer sheets and that the test books remain sealed.

Have you been instructed to assign custom codes for this test session?

If **NO**, when all of the examinees have completed the questionnaire, say:

Leave section 12 blank... Go on to section 13.

If **YES**, when all of the examinees have completed the questionnaire, say:

Next, in section 12 next to the box marked "Custom 1," write the number \_\_\_\_\_ [say the assigned code(s)], and fill in the corresponding circles.

Have you been asked to assign a second custom code?

If **NO**, when all of the examinees have completed the first custom code, say:

Leave the other boxes blank. Go on to section 13.

If **YES**, when all of the examinees have completed the first custom code, say:

In the box marked "Custom 2," write the number \_\_\_\_\_ [say the assigned code(s)], and fill in the corresponding circles.

Have you been asked to assign a third custom code?

If **NO**, when all of the examinees have completed the second custom code, say:

Leave the last box blank.

If **YES**, when all of the examinees have completed the second custom code, say:

In the box marked "Custom 3," write the number \_\_\_\_\_ [say the assigned code(s)], and fill in the corresponding circles.

In section 13, copy the certification statement, today's date, and sign your name. You should sign your name as you would an official document.

Check to see that the examinees are completing this section.

## Section I: Listening Comprehension

When all of the examinees have completed filling in the information on the answer sheet, ask if they have any questions about what they have completed. After all of the questions about the procedures for filling in the information are answered, say:

Be sure that the answer you mark on your answer sheet matches the letter of the option you have chosen for that question. To ensure accurate scoring of your answer sheet, be sure that all your answer marks are dark and heavy and completely fill the circles. Do not make any stray marks on your answer sheet. If you erase, do so completely to make clear which answer you have chosen.

Some of the questions on the test are more difficult than others are, but you should try to answer every question. Your score will be based on the number of questions you answer correctly. There is no penalty for guessing. Therefore, it is to your advantage to attempt to answer every question, even though you may not be sure of an answer.

You will have approximately two hours to work on the test. The test is divided into two sections: Listening Comprehension and Reading. The Listening Comprehension section is made up of four parts and the Reading section is made up of three parts. You may not omit any part or section. There will be no break during the test. When you have finished the entire test, you must stay in your seat until all the testing materials have been collected and accounted for and you are dismissed. Please remain in your seat if you finish early so that you do not disturb others still taking the test. You may not read aloud, talk, or ask any questions once the test has begun. Are there any questions at this time?

Answer any questions that the examinees may have about procedures. Then say:

Do not open the test book until you are told to do so. The first section of the test is Listening Comprehension. All of the directions for this section are given on the recording you will hear in a moment. If you cannot hear the directions clearly, raise your hand immediately so that the equipment can be adjusted. Once the test begins, adjustments cannot be made.

You will have approximately 45 minutes to complete the Listening Comprehension section of the test, parts I, II, III, and IV. The test will begin in a moment. Listen carefully to the directions. Open your test book now and follow the directions given on page two for answering questions on your answer sheet... *[Be certain that examinees are opening their test books.]* We will begin.

Start the recording. Make any necessary adjustments at this time so all examinees can hear the recording clearly.

Administrators and proctors should walk about the room quietly as soon as the examinees begin working on Section I to be sure that everyone is working on the correct section and marking the answers in the appropriate areas on the answer sheet.



## Section II: Reading Comprehension

As soon as the recording for the Listening Comprehension section is completed, turn off the tape player and say:

Before you begin the Reading section of the test, I would like to remind you to mark all answers carefully. Be sure to mark only one answer to each question.

Mark your answer in the row with the same number as the number of the question you are answering. Completely fill the circle with a dark mark so that you cannot see the letter inside the circle.

Erase any stray marks completely.

You will have one hour and fifteen minutes to complete the Reading Section of the test, parts V, VI, and VII. Periodically during the test, I will inform you how much time remains by posting the remaining time at the front of the room. Now read the directions and begin.

**BEGIN NOW.**

At regular intervals, inform the examinees of the time remaining by posting the number of remaining minutes. As time diminishes, reduce the intervals until the final 15 minutes ... 10 minutes... 5 minutes .... At the end of the 75 minutes, say:

Stop work and put your pencil down. You may not make any more marks on your answer sheet. Close your test book and keep it closed. Do not put your answer sheet inside.

We will now collect the answer sheets and then the test books and background questionnaires from each of you. Please check to make sure that you have given all of the required information on your answer sheet. Check each answer mark to be sure that it is dark and completely fills the space. Erase any stray marks on your answer sheet. I encourage you to ask any questions or report any concerns that you may have about this test administration after we have collected the materials and you have been dismissed.

Ask the examinees to take out their IDs again. Collect the test booklets in the same order in which you handed them out.

As you pick up the answer sheets, check the examinee's photo identification to verify the examinee's identity. Next check the ID against the signatures on the answer sheet. Also verify that the first six letters of the last name gridded on the answer sheet match the printed letters. After all answer sheets are collected, collect a background questionnaire from each examinee.

No one may leave the room until you are sure that you have a test book and an answer sheet from each examinee. After everything has been collected and checked, say:

Thank you for your cooperation. You may leave now.

## TOEIC NATIVE COUNTRY CODES

1	Afghanistan	210	Germany	434	Northern Ireland
3	Albania	215	Ghana	435	Norway
5	Algeria	217	Gibraltar	440	Okinawa
7	American Samoa	219	Great Britain	443	Oman
8	Andorra	220	Greece	445	Pakistan
10	Angola	225	Greenland (Kalaallit Nunaat)	447	Palau
11	Anguilla	227	Grenada	450	Panama
9	Antarctica	228	Guadeloupe	400	Papua New Guinea
12	Antigua and Barbuda	229	Guam	455	Paraguay
15	Argentina	230	Guatemala	460	Peru
16	Armenia	233	Guinea	465	Philippines
17	Aruba	234	Guinea-Bissau	470	Poland
20	Australia	235	Guyana	475	Portugal
25	Austria	240	Haiti	474	Puerto Rico
29	Azerbaijan	245	Honduras	477	Qatar
30	Azores	250	Hong Kong	482	Reunion
35	Bahamas	251	Hungary	483	Romania
40	Bahrain	255	Iceland	484	Russia
45	Bangladesh	260	India	487	Rwanda
50	Barbados	265	Indonesia	620	Samoa (formerly Western Samoa)
94	Belarus	270	Iran	488	San Marino
55	Belgium	273	Iraq	489	Sao Tome and Principe
56	Belize	275	Ireland	490	Saudi Arabia
58	Benin	277	Isle of Man	494	Serbia
60	Bermuda	280	Israel	495	Scotland
63	Bhutan	285	Italy	497	Senegal
65	Bolivia	295	Jamaica	498	Seychelles
69	Bosnia and Herzegovina	300	Japan	500	Sierra Leone
70	Botswana	305	Jordan	505	Singapore
75	Brazil	308	Kazakistan	503	Slovakia
77	British Virgin Islands	310	Kenya	504	Slovenia
80	British West Indies	312	Kiribati	506	Solomon Islands
81	Brunei Darussalam	314	Korea (DPR)	507	Somalia
85	Bulgaria	315	Korea (ROK)	510	South Africa
593	Burkina Faso	320	Kuwait	515	Spain
92	Burundi	311	Kwajalein	520	Sri Lanka
307	Cambodia	323	Kyrgyzstan	486	St. Kitts and Nevis
95	Cameroon	325	Laos	521	St. Lucia
100	Canada	328	Latvia	522	St. Vincent and the Grenadines
105	Canary Islands	330	Lebanon	525	Sudan
106	Cape Verde	333	Lesotho	527	Suriname
110	Cayman Islands	335	Liberia	530	Swaziland
113	Central African Republic	340	Libya	535	Sweden
114	Chad	343	Liechtenstein	540	Switzerland
115	Chile	344	Lithuania	545	Syria
457	China, People's Republic of	345	Luxembourg	550	Tahiti
120	Colombia	347	Macao	555	Taiwan
122	Comoros	348	Macedonia, Former Yugoslav Repub	556	Tajikistan
630	Congo (formerly Zaire)	350	Madagascar	560	Tanzania
125	Congo Republic	353	Madeira Islands	565	Thailand
126	Cook Islands	355	Malawi	567	Togo
123	Corsica	360	Malaysia	570	Tonga
130	Costa Rica	361	Maldives	575	Trinidad and Tobago
290	Côte d'Ivoire (Ivory Coast)	363	Mali	580	Tunisia
133	Croatia	365	Malta	585	Turkey
135	Cuba	367	Mariana Islands, Northern	584	Turkmenistan
140	Cyprus	368	Marshall Islands	586	Turks and Caicos Islands
142	Czech Republic	366	Martinique	587	Tuvalu
150	Denmark	369	Mauritania	590	Uganda
153	Djibouti	370	Mauritius	589	Ukraine
154	Dominica, Commonwealth of	375	Mexico	591	United Arab Emirates
155	Dominican Republic	107	Micronesia, Federated States of	588	United Kingdom
165	Ecuador	377	Midway Islands	592	United States of America
170	Egypt	376	Moldova	595	Uruguay
175	El Salvador	378	Monaco	607	US Virgin Islands
180	England	379	Mongolia	594	Uzbekistan
183	Equatorial Guinea	381	Montserrat	596	Vanuatu
182	Eritrea	354	Montenegro	597	Vatican City
184	Estonia	380	Morocco	600	Venezuela
185	Ethiopia	385	Mozambique	605	Vietnam
187	Faeroe Island	90	Myanmar (Burma)	610	Wales
190	Fiji	388	Namibia	611	West Bank
195	Finland	386	Nauru	615	West Indies Assoc. States
200	France	387	Nepal	623	Yemen
203	French Guiana	390	Netherlands	635	Zambia
202	French Polynesia	395	Netherlands Antilles	480	Zimbabwe
204	Gabon	396	New Caledonia		
205	Gambia	405	New Zealand	999	Other
206	Gaza Strip, The	420	Nicaragua		
208	Georgia	425	Niger		
		430	Nigeria		
		433	Niue		

## TOEIC NATIVE LANGUAGE CODES

101	Afrikaans	343	Lao	368	Uighur
405	Albanian	452	Latvian	487	Ukrainian
107	Amharic	145	Lingala	628	Ulithian
501	Arabic	453	Lithuanian	385	Urdu
401	Armenian	148	Luba-Lulua	495	Uzbek
301	Assamese	153	Luo	388	Vietnamese
402	Azeri	454	Macedonian	185	Wolof
403	Bashkir	375	Madurese	178	Xhosa
404	Basque (Euskara)	156	Malagasy	631	Yapese
408	Belarussian	345	Malay	393	Yi
111	Bemba	346	Malayalam	442	Yiddish
305	Bengali	159	Malinke-Bambara-Dyula	188	Yoruba
113	Berber	455	Maltese	396	Zhuang
302	Bhili	336	Mandarin	191	Zulu
303	Bikol	348	Marathi		
407	Bulgarian	607	Marshallese	999	Other
307	Burmese	162	Mende		
317	Buyi	362	Minankabau		
321	Cantonese	457	Moldovan		
410	Catalan	341	Mongolian		
312	Cebuano (Visayan)	128	Moré		
114	Chichewa	351	Nepali		
315	Chinese	456	Norwegian		
412	Chuvash	131	Nyanja		
411	Corsican	353	Oriya		
414	Croatian	127	Oromo (Galla)		
413	Czech	610	Palauan		
416	Danish	319	Panay-Hiligaynon		
325	Dong	357	Pashtu		
419	Dutch	611	Pidgin		
116	Efik-Ibibio	459	Polish		
422	English	613	Ponapean		
425	Estonian	461	Portuguese		
119	Ewe	463	Provençal		
504	Farsi (Persian)	355	Punjabi		
601	Fijian	358	Rajasthani		
428	Finnish	464	Romanian		
434	French	141	Ruanda		
122	Fula (Peulh)	467	Russian		
436	Galician	365	Samar-Leyte		
151	Ganda (Luganda)	616	Samoan		
438	Georgian	372	Santali		
437	German	469	Serbian		
440	Greek	470	Serbo-Croatian		
201	Guarani	166	Sesotho		
320	Gujarati	167	Setswana		
133	Hausa	170	Shona		
507	Hebrew	360	Sindhi		
323	Hindi	361	Sinhalese		
443	Hungarian (Magyar)	169	Siswati		
136	Ibo (Igbo)	473	Slovak		
447	Icelandic	474	Slovene		
326	Ilocano	173	Somali		
328	Indonesian	478	Spanish		
450	Italian	364	Sundanese		
331	Japanese	176	Swahili		
332	Javanese	481	Swedish		
335	Kannada (Kanarese)	367	Tagalog		
121	Kanuri	619	Tahitian		
338	Kashmiri	370	Tamil		
339	Kazakh	371	Tatar		
310	Khmer (Kampuchean)	373	Telugu		
142	Kikuyu	376	Thai		
602	Kiribati	379	Tibetan		
149	Kirundi	179	Tigrinya		
352	Konkani	622	Tongan		
340	Korean	625	Trukese		
342	Kurdish	382	Tulu		
359	Kurukh (Oraon)	484	Turkish		
604	Kusaiean	483	Turkmen		
451	Kyrgyz	182	Twí-Fante (Akan)		

# SAMPLE ANSWER SHEET



## TOEIC

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

### MARKING DIRECTIONS

CORRECT MARK

INCORRECT MARKS



**1** NAME

At the arrow, using one box for each letter, print your last (family/surname) name(s) in the first area. If you have more than one last (family/surname) name, leave a space between names. In the second area, print your first (given) 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.

<p>Row of circles containing letters A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, -, ,</p>																																								<p>Row of circles containing letters A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, -, ,</p>																																							
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<p>Row of circles containing letters A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, -, ,</p>																																								<p>Row of circles containing letters A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, -, ,</p>																																							
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**2** SEX

M

F

**3** COUNTRY CODE

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

**4** LANGUAGE CODE

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

**5** IDENTIFICATION NUMBER

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

**6** DATE OF BIRTH

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

**7**

JOB \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

CITY \_\_\_\_\_

**8**

TESTING LOCATION \_\_\_\_\_

CITY \_\_\_\_\_

**9**

TEST BOOK SERIAL NUMBER \_\_\_\_\_





# TOEIC®

## Background Questionnaire

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 Question #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—pharmaceuticals
  05. Manufacturing—chemicals
  06. Manufacturing—fabric/paper
  07. Manufacturing—oil/petroleum/rubber
  08. Manufacturing—steel/other metals
  09. Manufacturing—machinery/fine 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)



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# TOEIC®

## Background Questionnaire - Side 2

- 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 speaking
  - F. Reading 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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**For more information about the TOEIC® test, contact:**

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Phone: 1-609-771-7170 ■ Fax: 1-609-771-7111  
E-mail: [TOEIC@ets.org](mailto:TOEIC@ets.org) ■ [www.ets.org/toEIC](http://www.ets.org/toEIC)



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