

**GUIDELINES ON ONLINE TOEIC CERTIFICATION EXAMINATION**  
**for BATCH 2018 ONWARDS (OJT) 4<sup>th</sup> QTR AY 2022-2023 on June 16 & 18, 2023**

1. To ensure that student’s communication skills is at par with industry requirements, commencing SY 1Q2020-2021, TOEIC Certification Exam for students who belong to Batch 2018 onwards shall be required in the OJT Courses of all programs.
  - The Test of English in International Communication (TOEIC) is composed of four (4) skills tests namely: Listening, Reading, Speaking, Writing
  - The total score is 990 for combined Listening and Reading Skills and 400 for combined Speaking and Writing Skills
  
2. The student must get an **Average Proficiency Level of B2** to reach the industry requirement or at least a score of 785 for Listening and Reading and 310 for Speaking and Writing to be given a TOEIC Certificate.
  
3. Students who fail to meet the score equivalent to the industry standard of “B2” (785 for Listening and Reading and 310 for Speaking and Writing) or its equivalent in any English Proficiency Examination are required to **complete the intervention** called **Lexile** to be given a TOEIC Certificate.

The **Lexile Intervention** helps the test taker to engage in learning by ensuring comprehension of reading materials and monitor progress over time.

The student shall follow the Lexile Intervention Guide below for the completion of the requirements.

LEVEL	LEVEL	TOEIC L&R	TOEIC S&W	Number of Books	DESCRIPTION (Books)	TIME LINE
A1	Beginner	120-220	80-150	4 Books E.G. Let’s Learn English 1 (CEFR A1, TOEIC 120) Let’s Learn English 2 (CEFR A2, TOEIC 225)	Beginners English Course	<b>Until the end of next term</b>
A2	Elementary	225-549	160-230	3 Books E.G: Preparing ESL Adults for the Workplace (CEFR A2, TOEIC 220)	A communicative 4-skills course for the Workplace and Community.	
B1	Intermediate	550-784	240-300	2 Books E.G: In the Workplace (CEFR B1, TOEIC 550) In the Community (CEFR B1, TOEIC 550)	A communicative 4-skills course for the Workplace and Community.	
B2	Upper Intermediate	785-944	310-390	1-2 Books	Full Communicative 4 Skills Course	<b>Exempted from Lexile Intervention</b>
*C1	Advanced	945-989	400	1 Book	Mastery Course	

\*Should the student decide to improve his/her skills even if he/she has reached already the **Average Proficiency Level of B2**, he/she can still make use of the Lexile Intervention. The certificates will then be released at the end of the term when the student finished the Lexile .

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

4. Students shall have an option to take the English Proficiency Examination (TOEIC) two (2) terms before taking OJT course, the earliest, or simultaneous with the OJT course, the latest.
5. Proposed Schedule for a Term
  - Weeks 1-2: announcement of the English Proficiency Examination; Google link to be announced for the registration
  - Week 3: Zoom links and Orientation announcement
  - Week 4: English Proficiency Examination proper
  - Week 5-6: Make-up Test registration
  - Week 7: Make-up test (for absentees / encountered Technical Problems)
  - Weeks 6 to 10: students who fail to meet the score equivalent of the industry standard of “B2” or its equivalent in English Proficiency Examination can start with the Lexile Intervention
  - Completion period depends on the student’s pace of learning.
6. As per University guidelines, Mapua shall not allow any form of academic dishonesty. Should there be cheating incident, the following shall be observed:
  - First offense: Test Taker/s will re-take the test and will pay for the second test in FULL
  - Second offense: Test Taker/s will receive a failing grade. \*

\*At the second occurrence, Hopkins International Partners, Inc. and other ETS Preferred Networks (EPNs) are advised by ETS to ban Test Taker/s from taking the TOEIC for a full year.
7. The TOEIC Certification Exam provider shall advise Mapua CCESC the progress of the student every other week until the student completes the Lexile Intervention requirements for the release of the TOEIC Certificate.
8. Upon completion, Mapua CCESC shall release the TOEIC Exam scores and Certificates to the students individually.

## PREPARATION FOR THE EXAM PROPER

1. The test takers are required to use either Windows 10 or Mac OS 10 laptop. Mobile phones cannot be used in taking the exam.
2. TOEIC Certification Exam is conducted within a TWO-whole-day schedule and is divided into three (3) batches/testing windows.
3. Students should click the link in the PRE-REGISTRATION and select a schedule **on or before 5:00 PM June 4 2023**. **TEST SCHEDULE AND ZOOM LINKS will be posted in the CCESC Facebook page as soon as the registration is closed**. The **AUTHORIZATION CODE** will be provided by the PROCTOR in the ZOOM BREAK OUT ROOMS, Authorization code can be used **ONLY ONCE** during the **chosen** schedule of the student

### LISTENING and READING / SPEAKING AND WRITING - MAKATI and INTRAMUROS

PRE REGISTRATION LINK	<a href="https://forms.gle/AQPC8CUvGt3AzDYV6">https://forms.gle/AQPC8CUvGt3AzDYV6</a>
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### \*TOEIC TEST DATE: June 16 & 18, 2023

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

<https://drive.google.com/drive/folders/1Vx-wVOUA9EQZ-vl6MjDK8YxLaQ6twJE?usp=sharing> or watch the YOUTUBE Video <https://youtu.be/s1EynkaqZXI>

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

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

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

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

6. Test duration:
  - a. Listening and Reading = 3 hours
  - b. Speaking and Writing = 2 hours

7. Technical problem i.e. poor reception of the recording during the listening skills part usually Happens when there is a slow connection of the internet. But once the connection is stable, the Exam will resume in the part where the question stops.

**You may click the link to request real time assistance from Hopkins International Partners Inc.**  
[hopkins.helpdesk@gmail.com](mailto:hopkins.helpdesk@gmail.com) or contact 0922-8863421.

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

8. Should the student fail to take the TOEIC Certification Examination within the specified dates above **due to difficulty in the access of computer or poor internet connection or no connection at all**, the student shall inform Mapua CCESC ASAP for the next schedule of re-take.
9. Test results:
  - a. Listening and Reading = few minutes after the exam
  - b. Speaking and Writing = after 10 Working Days
10. Upon completion, Mapua CCESC shall release the TOEIC Certificate. Distribution of the results Certificates shall be announced in the FB Group.
11. Any concern or question on TOEIC matters may be directed to the following contact details:
  - a. [mahbabijis@mapua.edu.ph](mailto:mahbabijis@mapua.edu.ph)
  - b. [acmenor@mapua.edu.ph](mailto:acmenor@mapua.edu.ph)
  - c. [hbdelacruz@mapua.edu.ph](mailto:hbdelacruz@mapua.edu.ph)
  - d. FB messenger : Mia Ann Babijis / Hennie Borlongan-Dela Cruz
  - e. FB group: [CCESC.MAPUA. TOEIC](#)