

**GUIDELINES ON ONLINE TOEIC CERTIFICATION EXAMINATION 1<sup>st</sup> QTR AY 2023-2024  
on September 8 & 10, 2023 for BATCH 2018 ONWARDS (OJT)**

1. To ensure that student's communication skills is at par with the industry requirements, commencing SY 1Q2020-2021, TOEIC Certification Exam for students who belong to Batch 2018 onwards shall be required in the OJT Courses among all programs.

Reading, Speaking, and Writing skills are intentionally strengthened and assessed only in GED106.

Effective SY 2023-2024, students shall be assessed only for Speaking and Writing using the Test of English for International Communication (TOEIC).

The total combined score for Speaking and Writing is 400.

2. The student must get an **Average Proficiency Level of B2** to reach the industry requirement or at least a score of 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" (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 S&W	Number of Books	DESCRIPTION (Books)	TIME LINE
A1	Beginner	80-150	4 Books	Beginners English Course	Until the end of next term
A2	Elementary	160-230	3 Books	A communicative 4-skills course for the Workplace and Community.	
B1	Intermediate	240-300	2 Books	A communicative 4-skills course for the Workplace and Community.	
B2	Upper Intermediate	310-390	1-2 Books	Full Communicative 4 Skills Course	Exempted from Lexile Intervention
*C1	Advanced	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
  - Week 1: Guidelines on taking the English Proficiency Examination; Google link to be announced for the registration
  - Week 2: Registration and TOEIC Orientation (links will be announced)
  - Week 3: Implementation Plan and TOEIC Schedule
  - Week 4: Taking of English Proficiency Examination
  - Week 5: Registration of Make-up test
  - Week 6: End of Registration
  - Week 7: Lexile Orientation Zoom links; Make-up Test (for absentees / encountered Technical Problems
  - Weeks 5 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 phase 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 August 27, 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

### TOEIC SPEAKING AND WRITING - MAKATI and INTRAMUROS

PRE REGISTRATION LINK	<a href="https://forms.gle/H7fNkThn4m4rD77H7">https://forms.gle/H7fNkThn4m4rD77H7</a>
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### \*TOEIC TEST DATE: **September 8 & 10, 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-](https://drive.google.com/drive/folders/1Vx-wVOUA9EQZ-vl6MjDK8YxLaQ6twJE?usp=sharing)

[vl6MjDK8YxLaQ6twJE ?usp=sharing](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. 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. 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 Dela Cruz
  - e. FB group: **CCESC.MAPUA. TOEIC**