

Policy for Administering the TOEIC Test to Individuals with Disabilities.

Educational Testing Service Europe (ETS Europe), and the TOEIC Programme are dedicated to providing fair testing opportunities to all individuals. Because the TOEIC test is a direct test of listening and reading, special considerations are warranted for individuals with disabilities.

It is the policy of the TOEIC Programme to prescribe no single testing alternative for individuals with disabilities. Rather, the TOEIC Programme should be as flexible as possible regarding suitable alternatives to standard test administrative procedures so that individuals with disabilities can be tested with the TOEIC test. TOEIC representatives should negotiate with individuals with disabilities to provide suitable alternatives that will accommodate their needs and, at the same time, will maintain the integrity of the testing process. The following alternatives to standardized testing procedures are provided as guidelines.

I. Individuals Who are Blind or Visually Impaired

Suitable Alternatives:

- 1. Assistive Devices:** Individuals may bring to the test site and use assistive devices designed to enhance visual images as would be available to in a real-life office/work setting (eyeglasses, contact lenses, a magnifying glass, special equipment, etc.). TOEIC representatives should ensure that there is adequate lighting available for the proper use of any assistive device.
- 2. Enlarged Print Text:** Individuals may request TOEIC tests that contain enlarged print as can be enlarged with a photocopy machine (these special editions will be provided by the TOEIC Programme Office upon request from the representative office). Enlarged print text can be used in conjunction with any assistive device.
- 3. Additional Time:** Individuals who have documented proof of being visually impaired may request additional time when using assistive devices or enlarged print text.
- 4. Language Proficiency Interview (LPI):** Individuals who have documented proof that they cannot see with the aid of assistive devices may request Language Proficiency Interviews, which the Programme will provide at no extra charge.

II. Individuals Who are Deaf or Hearing Impaired

Suitable Alternatives:

1. **Assistive Devices:** Individuals may bring to the test site and use assistive devices that would be available to in a real-life office/work setting to enhance audio perception (hearing aids, etc.). Individuals who have documented proof of being hearing impaired may request assistive devices such as headphones with increased sound, an individual cassette player in a separate room, etc.\$

2. **Reading Section Only:** Individuals who have documented proof of being hearing impaired may take the reading section of the test only. These individuals should understand that their score reports will contain only a reading score if they choose this alternative.

3. **Script for Listening Section:** Individuals who have documented proof of being hearing impaired may read and respond to the written script of the listening section. These individuals should understand that their score reports will reflect that they read the script for the listening section if they choose this alternative.

III. Administrations for Individuals with Other Physical Disabilities

Every effort must be made to accommodate individuals with other physical disabilities. This includes ensuring that individuals have access to buildings and rooms where the TOEIC test is to be administered. Individuals who are physically unable to mark the answer sheet may take the TOEIC test in a separate room where they can indicate their answers to a TOEIC test administrator or proctor.

TOEIC representatives should report to the TOEIC Programme all requests for TOEIC testing from individuals with disabilities, including all suggested or requested accommodations. The TOEIC Programme will authorize all such requests in advance to testing. TOEIC representatives will charge individuals with disabilities the same price as individuals without disabilities, regardless of the accommodations made.