

## Cuesta College Assessment Center

### TOEFL TEST INFORMATION

Welcome to Cuesta College Assessment Center, approved site for ETS testing.

Today you will take the Test of English as a Foreign Language which consists of 4 parts; reading, listening, speaking and writing. It takes about 4 ½ hours to complete the test. A critical point is checking in properly. Below are some policies and procedures that will help you complete all the steps efficiently. Please read this information and sign at the end. You may keep this for reference while testing but please turn it in at the end for our records.

The testing site consists of room 3414 and the large lab room you are in now at the Assessment counter. Rest rooms are across the lab room from the Assessment counter and a water fountain is outside in the lobby. You may go to the drinking fountain for water, but you must come back into the site area. You must stay in the site area during the whole testing period. Do not make phone calls or talk to non-testers during the breaks. There may be students using the computers in the lab.

Only candidates can be in the site area. Anyone with you must leave the site area for the duration of the test.

There are 2 scheduled 10 minute breaks. We must lock your computer screen before you leave. Raise your hand when you are ready. You must be back at your station within the 10 minutes. We will then unlock your computer screen. Have your ID handy to verify. There is 1 unscheduled emergency break allowed, your testing time will continue to run during an unscheduled break. You may not take an unscheduled break during the listening section or when an instruction menu is showing on the computer screen. See the administrator for illness or emergency.

Nothing can be taken into the testing room except the scratch paper and pencils we provide. (You may carry and store your backpack or bag under your computer station.) You may not use your own pencils or pens. Everything else should be stored in your car, bag or backpack. No calculators, phones, wrist watches or any other electronic items or hats (except for required religious headwear). Hang your coat on the back of your chair (you may not wear it while testing) and store bag or backpack under the computer. Make sure all phones & alarms are turned off during the entire testing period.

**ID:** You must have an acceptable ID to test. This includes a recognizable photo & signature. Foreign students must have a passport ID. Other acceptable ID include drivers license, national government issued ID, military ID and must have both the photo and signature. You will not be allowed to test without it. Keep your ID handy through out the testing time.

Over

**Check in: We are required to consider any time after 30 minutes as a no- show and you will have to re-register for another time.**

**Present your ID at the check in counter. You will be given a Confidentiality Statement to read and sign. We will check your ID with our computer information. The name and date of birth must be exactly the same as our computer record. (The name you registered to take the test must be in English).**

**After verifying your ID, you will be given 3 pieces of scratch paper and 2 pencils. If you need more during the test, you must turn in what you have, and you will be given more. Do not tear any pieces off the scratch paper sheets.**

**You will be directed to room 3414, our testing room. When you enter, please be very quiet as others will probably be already testing. We will take your picture and escort you to your assigned station where you will verify your ID and picture on the screen. You will confirm the information and start testing. Do not talk to any other candidates. If you have a question, raise your hand. A proctor will come to your station.**

**When you have completed your testing, raise your hand and wait. We have to check you out before you leave the site.**

**Thank you and good luck on your test. Please sign below.**

**I have read and understand these instructions and will abide by the procedures.**

**Sign: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_**