



Test of English for International Communication (TOEIC) Guidelines

The TOEIC® is designed by Educational Testing Service (ETS®) to assess the English proficiency skills of students in listening, reading, writing and speaking. TOEIC test questions are based on real-life work settings in an international environment (meetings, travel, telephone conversations, etc.). The exam is provided through an outsourced company to ensure that the results are not biased.

For Bachelor of Science in Speech and Language Pathology (BSSLP):

The Commission on Higher Education (CHED) Policies Standards and Guidelines (PSG) on Speech and Language Pathology Education (CHED Memorandum Order No. 59, 2017) states that incoming students of the program should be proficient in both English and Filipino language. In compliance to this, TOEIC® is administered to screen BSSLP applicants at DLSMHSI. A test taker must obtain a grade of **830 or above** in the TOEIC® Listening and Reading Tests and a score of **310 or above** in the TOEIC® Speaking and Writing Tests to be admitted in the program. A test taker who fails to meet the required scores may retake the examination until cut-off grades are met. He/She must undergo the standard application process and pay the incurred amount of the Test Part to be retaken.

For Bachelor of Science in Physical Therapy (BSPT) and Bachelor of Science in Occupational Therapy (BSOT):

TOEIC® examination is an academic requirement administered during the second semester of the second year level in the BSPT and BSOT programs. This is done to assess the English proficiency of the students and to prepare them in the professional set-up. Students who fail to obtain a **Working Proficiency Score** will undergo a remediation program to be facilitated by ETS free of charge. This is a personalized program depending on the acquired test taker score.

TOEIC® Test Parts

1. TOEIC® Listening and Reading Tests (is a paper and pencil test)
2. TOEIC® Speaking and Writing Tests (on-line test)

TOEIC® Scores

The TOEIC Reading and Listening gives a score between 10 and 990:

905 – 990	International Proficiency
785 – 900	Working Proficiency Plus
605 – 780	Limited Working Proficiency





DE LA SALLE MEDICAL AND HEALTH SCIENCES INSTITUTE

DLSMHSI is a CHED Autonomous HEI and an
Associate Member of Asean University Network - Quality Assurance

ACADEMICS CENTER FOR INTERNATIONALIZATION, ACADEMIC AFFILIATIONS AND ENGAGEMENTS

405 – 600	Elementary Proficiency Plus
255 – 400	Elementary Proficiency
185 – 250	Memorized Proficiency
10 – 180	No Useful Proficiency

TOEIC Speaking and Writing tests are scored out of 200.

Orientation and Mock Examination

The Orientation may be delivered via three (3) modes:

1. Face-to-face (will be conducted by an ETS representative or LASO or CIAAE personnel trained by ETS)
2. Online (Via Skype)
3. Modular approach (inclusive of FAQs)

The Mock Examination may be taken via two (2) modes:

1. Face-to-Face (within DLSMHSI)
2. Online (through the ETS website)

Conduct of Examination

1. Examinations are scheduled during Saturdays, from 9:00 AM to 2:30 PM.
 - a. TOEIC® Listening and Reading Test Duration – 3 hours (9:00 AM to 12:00 NN)
 - b. TOEIC® Speaking and Writing Test Duration – 1 and a half hours (1:00 PM to 2:30 PM)
2. Full TOEIC® examination is comprised of 145 questions with the following breakdown:
 - a. Listening test – 100 items
 - b. Reading test – 100 items
 - c. Speaking test – 30 items
 - d. Writing test – 15 items
3. Proctors are from ETS to ensure that the examination is properly conducted.
4. Important Reminders:
 - a. The test taker must bring his/her Examination Permit.
 - b. The test taker must bring the signed TOEIC® Conforme.
 - c. If the test taker misspells his/her full name and/or indicates an incorrect birthdate on his/her answer sheet, the test provider will only replace the respective score reports once; succeeding requests for additional copies of Individual Score Reports will be charged a fee of four hundred pesos (Php400) per Score Report to cover material and logistical costs.





Release of Results

Results will be released within the standard Turn-Around-Time (TAT) of ten (10) working days. If in case technical problems are encountered in the recorded SPEAKING and LISTENING tests, the test taker will be advised to REPEAT the tests within five (5) working days.

Application Process Flow for TOEIC® as an Admission Requirement:

1. Send the accomplished downloadable [TOEIC® Application Checklist](#) and [TOEIC® Conforme](#) to the Lasallian Admission and Scholarship Opportunities (LASO) through email at admission@dlshsi.edu.ph
2. Wait for the Charge slip which will be sent through e-mail.
3. Pay the incurred cost at the Cash Services Office located at the Basement, WANG Building or via inter-branch deposit to any of the following accounts:

Account Name: Hermano (San) Miguel Febres Cordero Medical Education Foundation, Inc.

Account Numbers:

Bank of the Philippine Islands (BPI): 0963-0908-89

Developmental Bank of the Philippines (DBP): 0650-013883030

China Bank (CB): 265-054741-6

4. Submit proof of payment (validated deposit slip) to LASO through email at admission@dlshsi.edu.ph. Please specify the following:

ATTENTION: TOEIC examinee

NAME OF EXAMINEE: _____

EMAIL ADDRESS: _____

5. Wait for the Examination Permit which will be sent through email. Important reminders such as the things to bring, examination venue, etc. are stipulated here.
6. Attend the orientation and take the Mock test as scheduled.
7. Read the Examination Handbook.
 - a. TOEIC® Listening and Reading Test Handbook: <https://www.ets.org/s/toEIC/pdf/listening-reading-examinee-handbook.pdf>
 - b. TOEIC® Speaking and Writing Handbook: <https://www.ets.org/s/toEIC/pdf/speaking-writing-examinee-handbook.pdf>

Application Process Flow for TOEIC® as an Academic Requirement:

1. Download and complete the [TOEIC® Application Checklist](#) (please see sample checklist).
 - a. Test part/s to be taken (Listening and Reading, Speaking and Writing)
 - b. Preferred TOEIC Test Date Schedule
 - c. Preferred mode of delivery for the Orientation and Mock Test
2. Download and accomplish completely the [TOEIC® Conforme](#) (please see sample Conforme).





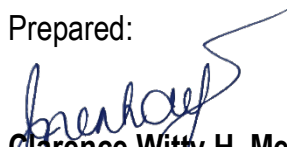
DE LA SALLE MEDICAL AND HEALTH SCIENCES INSTITUTE

DLSMHSI is a CHED Autonomous HEI and an
Associate Member of Asean University Network - Quality Assurance

ACADEMICS CENTER FOR INTERNATIONALIZATION, ACADEMIC AFFILIATIONS AND ENGAGEMENTS

3. Submit the accomplished TOEIC® Application Checklist and TOEIC® Conforme to the Language Training and Professional Development Unit (LTPDU), Center for Internationalization, Academic Affiliations and Engagements (CIAAE) located at the Room 8104, Ground floor, WANG Building
4. Get the charge slip from LTPDU-CIAAE.
5. Pay the incurred cost at the Cash Services Office located at the Basement, WANG Building
6. Submit a photocopy of the receipt LTPDU-CIAAE.
7. Get the Examination Permit from LTPDU-CIAAE. Important reminders such as the things to bring, examination venue, etc. are stipulated here.
8. Attend the orientation and take the Mock test as scheduled.
9. Read the Examination Handbook.
 - a. TOEIC® Listening and Reading Test Handbook: <https://www.ets.org/s/toEIC/pdf/listening-reading-examinee-handbook.pdf>
 - b. TOEIC® Speaking and Writing Handbook: <https://www.ets.org/s/toEIC/pdf/speaking-writing-examinee-handbook.pdf>

Prepared:



Clarence Witty H. Mendoza, RMT, MSMT
Director, CIAAE

Approved:

Juanito O. Cabanias, LPT, MAE, PhD
Vice Chancellor for Academics





TOEIC ® Application Checklist

Name of Applicant _____
Year and Section _____
Email address _____
Skype Address _____
Contact Number _____

Please shade all that apply.

TOEIC Part to be taken:

- Listening and Reading Test
- Speaking and Writing Test

Preferred TOEIC Schedule Date (9:00 AM to 2:30 PM)

- Month, Day, 2020
- Month, Day, 2020
- Month, Day, 2020

Preferred Mode of Delivery for the Orientation

- Face-to-Face
- Via Skype
- Modular

Preferred Mock Test Delivery

- Face-to-Face
- Through Online Platform

Signature over Printed Name of Student Applicant

Date Signed





DE LA SALLE MEDICAL AND HEALTH SCIENCES INSTITUTE

DLSMHSI is a CHED Autonomous HEI and an Associate Member of Asean University Network - Quality Assurance

ACADEMICS
CENTER FOR INTERNATIONALIZATION,
ACADEMIC AFFILIATIONS AND ENGAGEMENTS

TOEIC ® Application Charge Slip

Name of Applicant _____

Purpose of Examination Admission Academic Requirement

Test Part

- Listening and Reading Test
- Speaking and Writing Test

Amount

Processing Fee _____

Rescheduling Fee _____

Others _____

TOTAL _____

Issued by: _____

**Other fees may include Individual Score Report Sheets.*





Test of English for International Communication (TOEIC®) Conforme

By signing this examination Conforme, I have:

- Understood the objectives of TOEIC®;
- Understood the TOEIC® Test Parts and the conduct of examination;
- Settled the examination fee;
- Understood that fees are non-refundable once examination has been scheduled;
- Attended the TOEIC® Orientation via my preferred mode;
- Taken the TOEIC® Mock Test via my preferred mode; and
- Sworn to agree and abide with all the provisions stipulated in the TOEIC® guidelines.

Applicant's Signature over Printed Name

Date Signed

Parent's/ Guardian's Signature over Printed Name

Date Signed

cc: File, LASO, CIAAE-LTPDU

