

2009 JLPT Rules and Policies for Test Participation

The Rules and Policies for Test Participation ("JLPT Rules") pertain to registration and participation in the 2009 Japanese Language Proficiency Test ("JLPT"). All registrants for the JLPT are referred to as "you" or the "registrant." It is the registrant's responsibility to read the JLPT Rules.

1. Acceptance of JLPT Rules

By registering on the Internet or submitting a registration form (even if your registration form is received without your signature) for the 2009 JLPT, you are agreeing to abide by the JLPT Rules and requirements specified or communicated to you, orally or in writing, at each test administration for which you have registered. The JLPT Administration Committee reserves the right to change or amend the JLPT Rules without notice.

2. Registration

Advance payment in full of all test fees and a completed application are required in addition to your agreement to the JLPT Rules. If all fees are not paid for in advance, you will not be permitted to register. If you are applying online and are under the age of 18, you must provide the name of a parent or legal guardian and his/her e-mail address.

3. Payment Policies

All payments must be received in advance in order for your application to be processed. Services may be withheld for nonpayment of fees. Do not send cash or demand drafts. Internet registration fees are payable by credit card only (MasterCard or VISA only).

The fees for registration by U.S. mail may be paid for by check or money order (payable to "The Japan Foundation, Los Angeles"). If you would like to pay by credit card, please submit the *Payment Form* available at www.jflalc.org. If a check is returned for insufficient funds, you will not be eligible for the JLPT until the full payment is received. We do not accept a combined check for two or more registrants' fees. One check must be issued per registrant.

4. Refund Policy

All fees are nonrefundable, except if the local test committee cancels the exam (refer to "Test Delay / Cancellation Policy" section of the JLPT Rules for details).

5. Withdrawals or Absence from Test Administration

You may withdraw your registration, but you will not receive a refund or credit. If you are absent from the test, you will not receive a refund or credit of any kind.

6. Test Level and Test Site Change Policy

You may change your test level and/or test site during the registration period ONLY, through “My Account” or by submitting a *Test Level and Site Change Request Form* to the JLPT Administration Committee. The form must arrive at the Japan Foundation Los Angeles office by September 25, 2009, 5:00 PM PDT.

If you change your test level from a \$50 test (Levels 1 & 2) to a \$40 test (Levels 3 & 4), there will be no partial refunds. If you change from a \$40 test to a \$50 test, you must pay the nonrefundable \$10 difference.

7. Identification

You must present your admission *voucher**¹ and a current acceptable official photo identification in the name in which you registered in order to be admitted to the testing room. Identification must:

- Include a recognizable photo
- Bear the registrant's name in English
- Match the name shown on the registrant's admission voucher

Acceptable forms of official identification include a driver's license, passport, state-issued ID or student ID. Copies will not be accepted. Unacceptable forms of ID include social security cards, credit or ATM cards, and retail credit cards.

If the name on your identification differs from the name in which you are registered, you must bring a court-certified copy of the official name change (e.g. marriage certificate, court order).

If you are denied admission to the test because you lack a valid voucher, do not have proper identification, or refuse to certify under penalty of perjury that you are the person you purport to be, then you will be considered absent from the test, and you will not receive a credit or refund of any kind.

If you do not have proper identification or a valid admission voucher on the day of the test, you must report directly to the information table at the test site. You may be required to complete an identification check, which may reduce your available testing time or you may be denied admission to the testing room.*²

*1 You will receive a voucher in early November by mail. If you registered online, you will also be able to print your voucher through the “My Account” page of the Japan Foundation, Los Angeles website. You will receive an e-mail notice from us once your voucher is sent.

*2 Once the Listening Section of the test starts, no one will be allowed to enter the classroom (cf. Late Arrival policy).

8. Late Arrival

If you arrive more than 10 minutes after the test administration has begun for any given section*, you may be refused admission, in which case you will be considered absent. You may be permitted to complete the remaining sections, provided you arrive on time and comply with the test rules. However, a decision of pass or fail will be given only to those examinees who take all three sections of the test.

*Once the Listening Section of the test starts, no one will be allowed to enter the classroom. If you arrive after the test administration has begun for the listening section, you will be refused admission, in which case you will be considered absent from that section.

9. Test Property

All test booklets, answer sheets, and other test materials are the sole property of the JLPT Administration Committee. You are not permitted to take any test materials in whole or in part, by hand or with the use of any electronic device of any kind.

10. Test Session

The total test session is between 100 to 180 minutes long (not including breaks), depending on the test level. After being admitted to the test site, you may not leave the test site for any reason until you have been officially dismissed and all of your test materials have been collected by a test administrator. Once you have finished testing, or at the end of the test session, your test materials will be collected and you will be dismissed. Once dismissed, you must leave the test site. After leaving the test site, you will not be allowed to re-enter.

The registrant must follow all reasonable instructions given either orally or in writing at or during the test administration, including but not limited to instructions to relocate during the test session. You are not to communicate with other examinees or any unauthorized persons in any way during the test administration nor to engage in any other form of misconduct or behavior that would disrupt or unfairly affect the performance of other examinees.

11. Voided Score

If you fail to comply with the rules set forth in the JLPT Rules, those communicated to you orally and/or in writing at the test administration, or if doubts are raised about the validity or legitimacy of your registration or your score, the proctors will notify the JLPT Administration Committee. The JLPT Administration Committee reserves the right to void your test scores if, in their sole and absolute discretion, there is reason to question its validity or legitimacy due to circumstances within or beyond your control.

Your test score will be invalidated if:

- 1) you are found to have taken the test in someone else's place, or to have engaged someone to take the test on your behalf;
- 2) you have provided others with your answers, or have obtained answers from other examinees;
- 3) you refuse to follow the proctor's instructions;
- 4) you remove the test paper and/or answer sheets from the test center;
- 5) you disclose to the public the contents or answers of test papers or audio content of the listening test via the Internet or any other means of communication;
- 6) you have disturbed other examinees in any way;
- 7) your mobile phone or watch alarm sounds or vibrates during the test;
- 8) you cooperate with someone committing infraction (1), (2), (4) and (5).

12. Special Accommodations

A registrant who needs special accommodations for the test must submit a *Special Accommodations Request Form* along with a test registration form by the end of registration period. No late requests will be accepted.

13. Program Change

All aspects of the JLPT are subject to change at the sole discretion of the JLPT administration Committee.

14. Test Delay / Cancellation Policy:

Our test delay or cancellation policy for emergency situations, such as natural disasters, unusual weather conditions, terrorist activities, etc. is as follows:

The local test site committee has the authority to cancel the test in the event of a natural disaster or state of emergency. Each situation is at the sole and absolute discretion of the JLPT Administration Committee. In the event that the test is canceled, the test will not be postponed, but all examinees may receive a refund of the test fee only (no compensation will be given for travel-related expenses). The cancellation announcement will be posted at the test site as well as on the Japan Foundation, Los Angeles website at www.jflalc.org. You will be advised by e-mail and U.S. mail as soon as the test fee has been refunded.

In the event of serious weather or transit conditions in which a substantial percentage of test takers are delayed or prohibited from reaching their test site, the local test committee may delay the test one hour if at least 30% of the test takers have not arrived before the scheduled start of the test. The test may commence after this one-hour delay. However, in the event that despite the one-hour delay, at least 30% of the test takers still have not reached the test site, such test takers may receive a rain check for the JLPT for the following year.