

2012 Japanese-Language Proficiency Test Rules and Policies for Test Participation

- Revised on September 2012 -

The Rules and Policies for Test Participation ("JLPT Rules") pertain to registration and participation in the 2012 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 online or submitting a registration form by mail for the 2012 JLPT, you are agreeing to abide by the JLPT rules and requirements specified or communicated to you either verbally or in written form at the test site which you have registered even if your registration form is received without your signature. The JLPT Administration Committee reserves the right to change or amend the JLPT Rules without notice.

2. Registration

Submission of a completed application and an advance payment in full of the test fee are required in addition to your agreement to the JLPT Rules. If the test fee is not included with your application form, your application will not be processed. A representative may complete and submit an application on your behalf; however, any mistakes on an application form submitted by your representative cannot be amended.

3. Payment Policies

All payments must be received in advance in order for your application to be processed. Services may be withheld for non-payment. Do not send cash.

The fees for registration may be paid for by credit card/PayPal if registering online or check/postal money order (payable to "The JLPT Administration Committee") if registering by mail. If a check is returned for insufficient funds, you will not be eligible for the JLPT registration until the full payment is received. We do not accept a combined check for two or more registrants. One check must be issued per registrant.

4. Refund Policy

All fees are non-refundable, except if the local test committee cancels the exam (cf. 15. Test Delay/ Test Cancellation Policy).

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 be considered absent.

6. Test Level and Test Site Change Policy

You may change your test level and/or test site ONLY during the registration period and if the requested test site is still open. This can be done either online or by submitting a Test Site/Test Level Change Request Form to the JLPT Administration Committee by regular mail. Submission by post mark, email attachment or fax is NOT accepted. The request form must ARRIVE at the Japan Foundation Los Angeles office by October 2nd, 2012 at 5:00PM PST.

If you change your test level from a \$60 test (N1 & N2) to a \$50 test (N3, N4 and N5), there will be no partial refunds. If you change from a \$50 test to a \$60 test, you must pay the non-refundable \$10 difference.

7. Identification

You must bring to the test site or test center a current government-issued identification printed in English with the name in which you registered, including your photograph and signature. Copies will not be accepted.

Acceptable forms of official identification include a driver's license, passport, state-issued ID or student ID. 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, etc.).

If you do not have proper identification at the time of your test, you will be denied admission to the test session. If you are refused admission to the test, for any reason, you will be considered absent and will receive no credit or refund of any kind.

8. Late Arrival

If you arrive more than 10 minutes after the test administration has begun for any given section*, you may be denied 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 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 denied admission and 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 time is between 105 to 170 minutes long (not including breaks), depending on the test level you take. After being admitted to the test site, you may not leave the test site until you have been officially dismissed and all of your test materials have been collected by an administrator. At the end of the exam, once your materials are collected and you are dismissed, you must leave the test site and will not be allowed to re-enter once you leave.

The registrant must follow all reasonable instructions given either verbally or in written form throughout the test, 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 engage in any other form of misconduct or behavior that would disrupt or unfairly affect the performance of other examinees.

You are not permitted to use or have the following items during the test: Notes, cellular phones, electronic communication devices, visual or audio recording or listening devices or any device with an on/off option, scratch paper, or any other unauthorized aid.

Only items allowed on your desk throughout the test session are: the test booklet, answer sheet, pencils, erasers, admission voucher, and photo identification. You may use the margins of the test booklet for any intermediate work you need to do to answer specific questions.

11. Test Score Reporting

a. Decision of Pass or Fail

To pass, (1) the total score must be at or above the passing score (overall pass mark) and (2) the score for each section must be at or above the passing score for that section (sectional pass mark). If the score for one section is below the sectional pass mark, the examinee fails, no matter how high the total score might be. If you miss a section(s), no points will be given for the entire test, including the section(s) which you completed and a failing mark will be given to the examinee.

b. Certificate and Score Report

Examinees who complete the entire test will receive a test score report in March, 2013. Certificate of proficiency will be sent to those examinees who successfully pass the test along with the test score report. Certificates and score reports with typographical errors (i.e. name, date of birth) will be corrected and re-issued by the Japan Foundation if they are reported within a year after the date of issue. Certificates and score reports will be sent in a regular envelope and The Japan Foundation will no longer be using cardboard envelopes for certificates due to costs and issues with the post

office. If your certificate is bent or creased during mailing, The Japan Foundation will not replace it. Results will be sent out using USPS first class mail and we will not be able to accommodate special delivery options.

Note: All results are final and cannot be contested or re-graded.

12. 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) your identity could not be verified due to the use of a fraudulent ID or other such reason;
- 3) you have provided or received answers for the test or have used a dictionary, textbook, reference book, crib sheet, mobile phone or anything written on your desk or personal items prior to the test;
- 4) you refuse to follow the proctor's instructions;
- 5) you remove the test paper and/or answer sheets from the test center;
- 6) you take photos of the test booklet and/or answer sheets and/or 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;
- 7) you have disturbed other examinees in any way;
- 8) your mobile phone or watch alarm sounds or vibrates during the test;
- 9) you cooperate with someone committing infraction (1), (2), (3), (5), (6) and (7).

13. Special Arrangement

A registrant who requires special assistance due to physical impairments or learning disabilities is required to submit a Special Arrangement Request Form with their test registration form by the end of the registration period. No late requests will be accepted and no arrangements will be made without submitting the Request Form by the registration deadline.

14. Program Change

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

15. Test Delay / Test Cancellation Policy

The local test site 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.

The start time may be delayed if there is a disruption to public transportation due to bad weather and/or other causes and if it is determined that a certain number (about 30%) of examinees will be able to reach the venue by delaying the time. However, this is only if the administrative organization is fully functional. The delayed start time will be decided by the Host Institutions so that the test may be conducted on the same day.

If it is determined that the test may not be conducted during the same day as a result of delaying the start time, the test will not be conducted. The test will be deemed to have been canceled.

If the test is delayed or canceled, the Host Institution will notify the examinees in a manner that is deemed most appropriate.