

2024 JLPT Quick Guide

10:00-11:00: Room Setup

Place labels & signs, test AV system
Rehearse instructions
Complete room check

**Floor Guide Will
Distribute CDs, Approve Room, and
Pickup CD**

11:00-11:30: Group 1 Proctor/Greeter Lunch / 11:30-12:00: Helper Lunch

One proctor gets lunch from B1010, eat in test room, and return garbage when collecting test materials

12:00-12:30: Prepare for Registration

Retrieve test materials for first section (N1-N2: B3012, N3-N5: B1010)
Count test booklets and answer sheets, prepare for registration

**Use Side Staircase
When Going to Head Office**

12:30-1:00: Registration

No voucher OK
If less than 30%, inform floor guide at 1PM

If No ID, Send to Head Office for Approval

1:00: Section 1 Starts

1PM everyone inside for instructions (close door)
Read instructions -> Start test (start in 5 min increments)
During test: keep quiet, monitor examinees
10 Minutes after test start, mark absentee "x"
5 Minutes before test ends, announce time remaining

**Latecomers Allowed
Up to 10 Minutes After
The Start of the Test**

Section 1 Ends

Collect test materials and answer sheets

Marked answer sheets need to be in order of Registration #

Organized in the following order Marked answer sheets, absentee (section one only)

Complete proctor report for section one

**ONLY RETURN ANSWER SHEET FOR SECTION 1 ABSENTEES,
TEAR OFF SECTION 1 AND INCLUDE WITH MARKED SHEETS**

Second Section: N3-N5 Only

Repeat above for those with section two (Do not rush/shorten test time if running behind)

Listening Section

Nobody admitted after test starts
Entire test on one CD
If someone raises hand, pause CD (Do Not Stop)
If equipment fails, replace
Do not announce time remaining
Follow Instructions in "Section 1 Ends" above for listening section (**remove answer sheet binding**)

**NO Latecomers
Cannot leave, except for emergency
Pause CD if someone raises hand**

Clean-up

Cleanup classroom as you found it
Keep signs, toss test taker ID labels
Complete and **SIGN** proctor report and put everything back into proctor packet including manual and handouts
N3-N5: Return test booklets, answer sheets, CD, CD player, and proctor report/manual/packet to B1010
N1 & N2: Return test booklets, answer sheets, and CD to B3012,
then return proctor report/examinee list, manual, packet, CD Player to B1010 and SIGN OUT.

Make Sure to Collect All Test Materials