

2025 JLPT Quick Guide

7:30-8:30: Proctor Orientation

9:00-10:00: Room Setup

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

Floor Guide Will

**Distribute MEDIA, Approve Room, and
Pickup MEDIA**

10:00-10:30: Group 1 Proctor/Greeter Lunch / 10:30-11:00: Helper Lunch

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

11:00-11:30: Prepare for Registration

Retrieve test materials for first section (B1010)
Count test booklets and answer sheets, prepare for registration

Use Side Staircase

When Going to Head Office

11:30-12:00: Registration

No voucher OK
If less than 30%, inform floor guide at 12 Noon

If No ID, Send to Head Office for Approval

12:00: Section 1 Starts

12 Noon 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 (DO NOT COLLECT ANSWER SHEETS FOR LATER SECTIONS)

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

**NO CELL PHONES
DURING BREAKS**

**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 media Player
If someone raises hand, pause Media Player (Do Not Stop)
If media player 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 media player 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
Return test booklets, answer sheets, media player, and proctor report/manual/packet to B1010 and SIGN OUT!

Make Sure to Collect All Test Materials