

## Important Guidelines for TOPIK Test Takers

### Required Documents

- Test registration slip, proof of identification document
- ※ One may not take the test if the English name on the test registration slip and the proof of identification is different completely.

### Taking the Test

- Test takers must sit in the assigned seat in the test room until the entrance time of test venue, afterwards the test takers cannot enter the test room(one can only take the TOPIK test in the venue in which they applied for, therefore one cannot take the test in another test venue).

<Entrance and Exit Time of Test Venue>

| Test Type | Test period | Test section         | Australia   |            |          | Duration(mi<br>ns) |
|-----------|-------------|----------------------|-------------|------------|----------|--------------------|
|           |             |                      | Entry Time  | Start Time | End Time |                    |
| TOPIK I   | 1st period  | Listening<br>Reading | until 09:10 | 09:40      | 11:20    | 100                |
| TOPIK II  | 1st period  | Listening<br>Writing | until 12:20 | 12:50      | 14:40    | 110                |
|           | 2nd period  | Reading              | until 15:00 | 15:10      | 16:20    | 70                 |

※ Time is based on the local time

- One cannot take the test if there is no photo on the test registration slip, or if personal identification is unable
- If a test taker has requested for a refund, then the test taker may not be able to take the test regardless of the refund process
- (In the case of type B question booklet) Make sure the type of question booklets(odd number·even number type) have been distributed precisely(if not, please inform the proctor)  
e.g, if the end number of the test registration number is odd number, one should be distributed odd number type question booklet, if the end number of the test registration number is even number, one should be distributed even number type question booklet
- It is the test taker's responsibility to manage the test time, therefore one must complete the answers within the test time
- Test takers are not allowed to leave during the test, however in case of emergency, one may leave the test room by proctor's permission(one may submit the confidentiality pledge when leaving during the test and the score is not marked)
- In case of leaving to the corridor for reason of disease or any other unavoidable reason during the test, the test taker shall ask the proctor in the corridor for confirmation to avoid misunderstanding of

fraud/cheating

- In case of TOPIK II, absentee in the 1st period is not allowed to take the 2nd period of the test and refund is not given

### Prohibited Items to Test Venue

- Test takers must submit any test prohibited items such as electronic devices to the test proctor before the 1st period of test
- If a sound occurred from the list of prohibited items, or was possessed by the test taker during the test, the case will be handled according to the <Regulations on handling cheaters in TOPIK>

<List of Prohibited Objects>

All electronic devices, such as mobile phone, digital camera, MP3, electronic dictionary, camera pen, electronic calculator, radio, mobile media player, watch with the functions other than displaying the time etc.

- ※ 'Prohibited items' are items which are considered as **cheating or fraud just by bringing into the test venue**, even if they are stored somewhere, however it is no problem if the prohibited item(s) are submitted to the test proctor before the 1<sup>st</sup> period of test.
- ※ Even if the prohibited item(s) are kept in the test taker's bag submitted in front of the test room, it is still considered as cheating or fraud.

### Notices for Marking Answer Sheet

- Care should be taken to prevent the answer sheet from being damaged, stained or crumpled. Test takers may face disadvantage in case there are scribbles or unnecessary marking on the answer sheet. The timing mark (■■■■) on the upper and lower side of answer sheet especially, should remain untouched.
- The test taker is only allowed to use the double sided marker, distributed before the 1<sup>st</sup> period of test, for filling in the answer sheet
- The Test taker is solely responsible for any disadvantage in the ratings of the test result by not using the assigned pen or not keeping to the test guidelines
- For multiple choice questions, use the bold tip of the double sided pen. Choose only one correct answer for each question and shade "●" in the concerned number. (The test taker is solely responsible for any disadvantage in marking imprecisely)
- To answer short-answer questions, use the fine tip of the double sided pen to write down the answers in the designated column of the answer sheet. Scores will not be given if the answer is written out of the column. To make any changes for short answer questions, cross out the incorrect answer or use a correction tape. Test takers can raise their hands quietly to request for a correction tape
- Test takers are solely responsible for any problem caused for correcting answers or by bringing their

own correction tape

- Scores will not be given if the answer is written only on the question sheet but not on the answer sheet.
- Test takers are allowed to request for a new answer sheet if the wrong answers were shaded. The answer sheet must be submitted even if it is not completed within the examination hour. Test takers are not allowed to make any changes on the answer sheet after the end of test bell rings. The concerned test results of the test takers may be invalid if he/she does not follow the instructions given and continues to mark the answers even when the test ends.
- When the test has ended, the test takers must leave their pens. Question and answer sheets are put in the place where the proctor has designated. Afterwards, the test takers put their hands underneath the desk and wait for proctors' directions.
- Test takers cannot leave the test room until the direction is given from the test proctor even if the test is over. Question and answer sheets which have been used must be submitted.

### Guidelines for Managing Cheating

- According to the types of cheating, the test taker's scores is nullified or shall be disqualified for taking the test for 2 years and will be punished as a crime of thief or an obstruction of justice.

#### Types of Cheating(Example)

- . Sneaking a look at other test takers' answer sheets, or showing his/her own answer sheet to other test takers.
- . **Continuing to fill out the answer sheet even after the end of test bell has rung**
- . Refusing to follow the right directions of the proctor for fair management of test
- . Refusal to comply with proctor's instruction, which is necessary for fair operation of examination
- . **Looking at banned portable articles or using wireless devices, etc.**
- . Signaling with other test takers by exchanging answer sheets, messages, hand signs, and sounds, etc
- . Using or carrying electronic or communication devices(smart-phone, smart-watch, electronic dictionary, iPad, PDA etc)
- . Violence and force used to other test takers to show answer sheets
- . **Hiring substitutes to take the test or taking the examination for others**
- . Actions which seriously disturb the test management or executing the test
- . Actions related to distributing or spilling test questions
- . **Counterfeit and modulation of score report for public use**
- . Other behaviors which the test proctor judges as cheating

※ For details of <Regulations on handling cheaters in TOPIK>, please visit TOPIK website ([www.topik.go.kr](http://www.topik.go.kr))

### Other Important Guidelines

- Test takers who fail personal identification are required to fill in 'Pledge for Unidentified Applicants' document, and later they have to present valid identification documents within three days after taking the test. The result will be considered invalid without any refund if they fail to do so.
- No score report will be issued to test takers absent in the test, or have not submitted ID cards within the time limit after submitting the 'Pledge for Unidentified Applicants', or have left during

the test, or cheated etc.

- TOPIK test scores are valid for 2 years from the day of TOPIK results announcement

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