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Subject:

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TOEFL Reschedule Policy

You must reschedule your registration no later than 3 full days before your test date (not including the day of your test or the day of your request), or your test fee will be forfeited.

Example:

The deadline to reschedule a Saturday test date is Tuesday.

Payment must be received prior to rescheduling. The reschedule fee is US\$60.

Cancelation Policy

You must cancel your registration no later than 3 full days before your test date (not including the day of your test or the day of your request), or your test fee will be forfeited.

Example: The deadline to cancel a Monday test date is Thursday.

Test Fee Refunds

If you cancel your registration by the 3-day advance deadline, you will receive a refund equivalent to half of the test fee you paid. The remainder of your payment will be retained to cover expenses for processing your registration and holding a seat for you at the test center. Refunds will be in the same currency and at the same exchange rate as the original payment. Cash refunds are not available. Refunds will not be given if you do not follow proper registration procedures or fail to present acceptable identification documents at the test center.

Instructions for Test Day

Report on time to the designated test center with your identification document(s).

If you arrive after the reporting time, you may not be admitted into the test session.

Dress appropriately to account for temperature variations at the center. Other than your identification document(s), no personal items such as cell phones, pagers, handbags, or study materials will be allowed in the testing room, and a secure storage area may not be available. Please plan accordingly.

Instructions Prior to Start of Test

Please be aware that all test takers will not begin the Speaking section of the test at the same time. Other test takers may be speaking while you are working on another section of the test. If you think you will be distracted, we suggest you wear your headphones during the entire test session.

Follow the instructions on the screen. Be sure that your microphone is properly positioned and adjusted to allow for the best possible recording. Speak directly into the microphone at your normal speaking volume.

Raters have been trained to ignore irrelevant noise when scoring speech responses. They focus on the speaker's words and screen out background noise.

For More Information

Complete identification requirements and additional test day procedures are in the [TOEFL Information and Registration Bulletin](#) at www.ets.org/toefl/ibt/about/bulletin.

Thinking about a graduate degree or an MBA?

Most [TOEFL](#) test takers who plan to pursue graduate or business education around the world also take the GRE revised General Test. There's never been a better time to take the GRE revised General Test featuring the new test-taker friendly design and the new ScoreSelect option that lets you decide which scores to send to institutions so you show them your personal best. Register now to get your preferred test date and location!

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Thank you for your compliance.
