

## Technophobe's Delight! Setting up TOEIC S&W Testing is Simple

Are you a bit intimidated by the idea of giving a secure, Web-based test at your institution? Before I knew the process, certainly it sounded rather scary to me.

In fact, however, delivering TOEIC Speaking & Writing tests is no more difficult than setting up a Skype or iTunes account. That is to say, it's easy.

All you generally need to do for the computers on which you'll be testing is—

- Get on Internet Explorer and check a few settings, following a step-by-step guide with screen shots showing you what to do, to be sure the test won't be blocked as a security risk by the computer
- Download an audio browser from the test Web site, with help from its installation wizard.
- Listen to an audio sample to be sure all is well with your headphone/soundcard.
- Speak to be sure the microphone is working.
- On the test Web site, click on the "Computer Check" button and wait for the green lights to come on showing that your computer settings will work. You'll also see how many test takers the Web site estimates your server can support for simultaneous testing.

To start the test, you'll give each test taker an authorization code we send you after receiving test taker information (at least a week ahead of testing, please!).

You'll have a step-by-step troubleshooting guide and of course can contact us if you need help. ETS Tech Support will also be standing by during your testing.

Feel better? Ready to go? [Contact us to learn more about TOEIC testing at your site.](#)

—Lia Nigro