

Registration Manual for the TOEIC® 4-skill Online Test

1. To register for the TOEIC® 4-skill Online Test and select the test date that best suits your schedule from the available options, you must first sign up through the [Orfeas](#) system by providing your personal details and paying the examination fee. Within ten (10) days of your registration via Orfeas, you will receive an email from ETS® Global with instructions on how to visit their official website and select one of the available test dates.

Please note that if you are under eighteen (18) years old, you need to complete the attached consent form, which must be signed by your parent or guardian. Please send it via email to epn@hau.gr within two (2) days of your registration.

2. Your TOEIC® 4-skill Online Test registration process will begin once you receive the email from ETS® Global. By clicking on the link in the email, you will activate the unique voucher assigned to your name and begin the registration process on the ETS® Global website. This voucher has a value of 0€, as the test fee has already been paid when you signed up for the exam. To register for your chosen test, click on **“Register for a test with my voucher”**.

Register for your TOEIC test



Dear [REDACTED]

A voucher has been created for you by your language school or academic institution.

This voucher allows test takers to register for the TOEIC® Listening, Speaking, Reading, Writing tests in Institutional Program, on a computer with remote proctoring.

- Candidate information: [REDACTED]

Your voucher is valid for a registration to a test session before 20 February 2026.

- **For France only: TOEIC as part of the CPF (Compte Personnel de Formation) - in a test center or remotely:**
Please register for a test date close to the end of your CPF training, without taking into account the expiry date indicated above.
- **TOEIC excluding CPF - in test center:**
To ensure availability, please register no later than 30 calendar days before the expiration date indicated above.

[REGISTER FOR A TEST WITH MY VOUCHER](#)

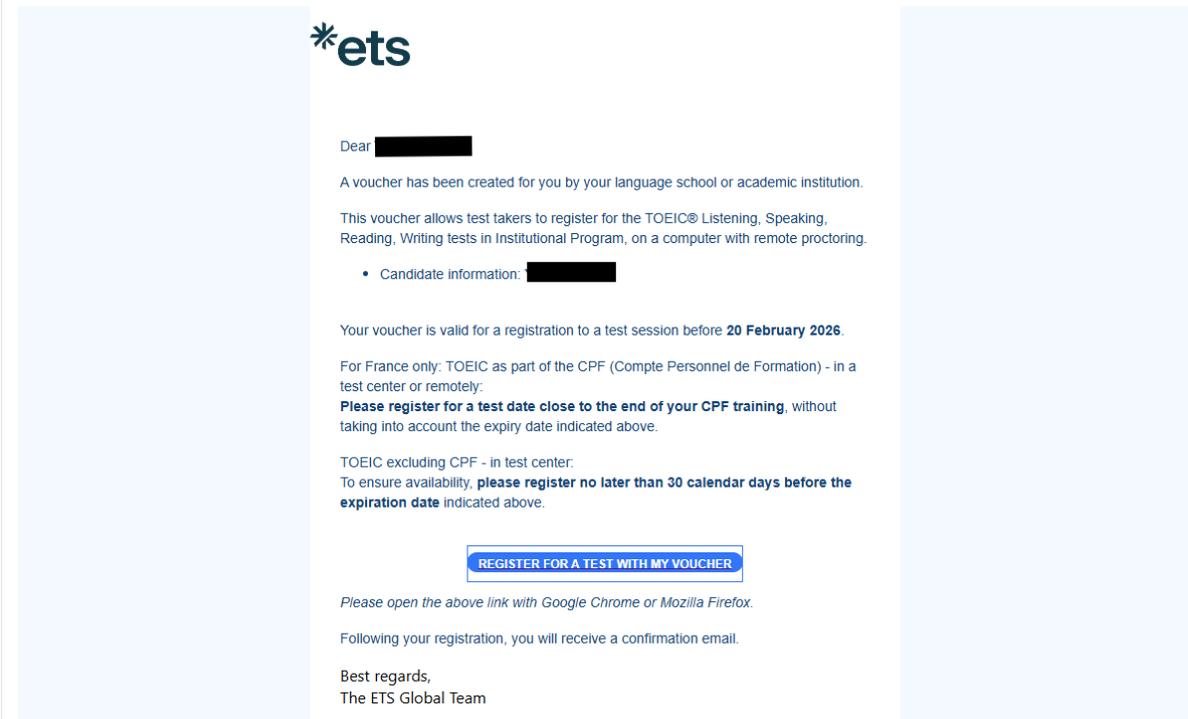
Please open the above link with Google Chrome or Mozilla Firefox.

Following your registration, you will receive a confirmation email.

Best regards,
The ETS Global Team

Please note that if you do not complete your registration within twenty-four (24) hours, you will receive a reminder email from ETS® Global the following day.

Reminder – Don't forget to register for your TOEIC test



***ets**

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[REGISTER FOR A TEST WITH MY VOUCHER](#)

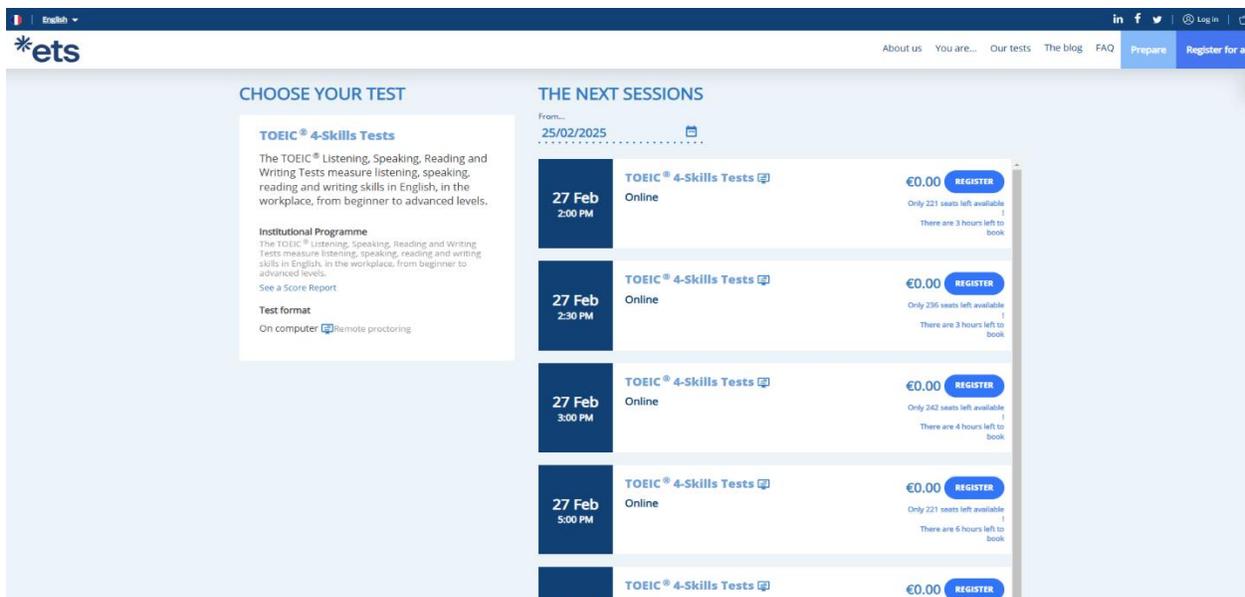
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 The ETS Global Team

3. Next, you will be directed to the ETS® Global website, where you will find a complete list of available test dates. Choose the date that suits you best and click **“Register”**.

Please note that the earliest available test date you can register for is forty-eight (48) hours after the date of your registration.



English

***ets** About us You are... Our tests The blog FAQ Prepare Register for a

CHOOSE YOUR TEST

TOEIC® 4-Skills Tests

The TOEIC® Listening, Speaking, Reading and Writing Tests measure listening, speaking, reading and writing skills in English, in the workplace, from beginner to advanced levels.

Institutional Programme
 The TOEIC® Listening, Speaking, Reading and Writing Tests measure listening, speaking, reading and writing skills in English, in the workplace, from beginner to advanced levels.
 See a Score Report

Test format
 On computer Remote proctoring

THE NEXT SESSIONS

From... 25/02/2025

27 Feb 2:00 PM	TOEIC® 4-Skills Tests Online	€0.00 REGISTER Only 221 seats left available There are 3 hours left to book
27 Feb 2:30 PM	TOEIC® 4-Skills Tests Online	€0.00 REGISTER Only 236 seats left available There are 3 hours left to book
27 Feb 3:00 PM	TOEIC® 4-Skills Tests Online	€0.00 REGISTER Only 242 seats left available There are 4 hours left to book
27 Feb 5:00 PM	TOEIC® 4-Skills Tests Online	€0.00 REGISTER Only 221 seats left available There are 6 hours left to book
28 Feb	TOEIC® 4-Skills Tests	€0.00 REGISTER

4. Then, enter your date of birth in the **“Date of Birth”** field, your mobile phone number in the **“Phone Number”** field, and select **“Validate”**, either at the bottom center of the screen or at the top right.

The screenshot shows the ETS Test Registration interface. The top navigation bar includes links for 'About us', 'You are...', 'Our tests', 'The blog', 'FAQ', 'Prepare', and 'Register for a test'. The main heading is 'TEST REGISTRATION'. Below this, there are two main sections: 'SUMMARY' and 'CANDIDATE'S INFORMATION'.

SUMMARY
All information about the chosen session

TOEIC® 4-Skills Tests
Institutional Programme On computer

Date and time of the session:
Thursday, February 27th, 2025
Convocation Time: 1:15 PM
Session Start Time: 2:00 PM
Estimated Exit Time: 4:47 PM
Test Duration: 2020

Testing site address:
Online

TOEIC® 4-Skills Tests	0	€0.00
Total		€0.00

CANDIDATE'S INFORMATION
Your personal information and choice of options.

CANDIDATE 1
Fill required information

Required fields:

First name: [Redacted] Birth name: [Redacted]

Email: [Redacted] Date of birth: [Redacted]

Country: [Redacted] Phone number: [Redacted]

Additional options

config.prodserv.TOEICLSRWIPOENCFDSR €0.00 None

Shipping information

Your scores and digital results certificate will be available in your online account within 10 working days of your test date. You will also be notified by email.

VALIDATE

5. Review the information you have entered and click **“Next Step”**. If you need to correct any personal details, select **“Back”** at the top left of the screen to return to the previous page.

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Online

TOEIC® 4-Skills Tests	1	€0.00
config.prodserv.TOEICLSRWIPOENCFDSR		€0.00
Voucher 12 months - TOEIC® 4-Skills Tests - Institutional Program - On a computer with remote proctoring	1	€0.00
Total		€0.00

CANDIDATE'S INFORMATION
Your personal information and choice of options.

NEXT STEP

• 1 config.prodserv.TOEICLSRWIPOENCFDSR

6. Check the test details, enter your address in the **“Billing Address”** field, and tick the box **“I have read, understood, and accepted the Terms & Conditions and the Privacy Policy. Please note that this test session will be proctored remotely”**. Finally, select **“Validate my Order”**. If you need to correct any details or choose a different test date, click **“Back”** at the top left corner of the screen to return to the previous page.

The screenshot shows the ETS registration process. The basket contains the following items:

Description	Price incl. VAT	Quantity	Total incl. VAT
TOEIC® 4-Skills Tests@	€40.00	1	€40.00
config.problem:TOECLSRWPOPEHCFFDGR	€40.00	1	€40.00
03817-1248497-163652 - Voucher 12 months - TOEIC® 4-Skills Tests - Institutional Program - On a computer with remote proctoring	€40.00		€40.00
Total			€120.00

Below the basket, there is an 'ADDRESSES' section with a 'Billing address' field and an 'ADD AN ADDRESS' button. A checkbox for 'I have read, understood and accepted the Terms & Conditions and the Privacy Policy. Please note that this test session will be proctored remotely.' is present. At the bottom, there is a 'ONE CANDIDATE REGISTERED' section with a 'Back to candidate information' link.

Please note that you must enter your address to complete your registration. Once you have filled in the required address details, click “Add Address” and then “Validate my Order”.

The screenshot shows the ETS registration process with the 'ADD AN ADDRESS' modal open. The modal contains the following fields:

- Name for the address: [Redacted]
- Street line 1: [Redacted]
- Street line 2: [Redacted]
- City: [Redacted]
- State: [Redacted]
- Country: [Redacted]
- Code: [Redacted]

The 'ADD AN ADDRESS' button is highlighted.

7. Next, select **“Validate my order without logging in or creating an account”** to finalize your registration.

The screenshot shows the ETS website's login and registration interface. On the left, there is a 'SIGN IN' section with fields for 'Email' and 'Password', a 'Remember me' checkbox, and a 'Log in' button. Below the 'Log in' button is a link for 'Forgotten password?'. On the right, there is a 'FIRST VISIT? CREATE AN ACCOUNT' section with a 'CREATE MY ACCOUNT' button. Below this button is a link: '→ Validate my order without logging in or creating an account'. The top navigation bar includes links for 'About us', 'You are...', 'Our tests', 'The blog', 'FAQ', 'Prepare', and 'Register for a test'. The footer contains sections for 'OUR TESTS', 'ABOUT US', 'FIND A SESSION', 'CONTACT US', and 'FOLLOW US'.

8. Your registration for the TOEIC® 4-skill Online Test is now complete! Once the following confirmation message appears on your screen, you will soon receive an email confirming your registration.

The screenshot shows a confirmation message on the ETS website. The header features the ETS logo and navigation links. The main content area has a background image of hands writing on a document. The text reads: 'TEST REGISTRATION' followed by 'CONGRATULATIONS'. Below this, a message states: 'Thank you for your order n°2267565. You can find your order history on your online account. As soon as your payment is validated within a maximum of 24h, you will receive a confirmation email. For registrations with vouchers, you will soon receive a confirmation email.' A 'See my orders' button is located at the bottom of the message. The footer is identical to the previous screenshot.

9. The confirmation email will include details about your test as well as information regarding the final email you will receive forty-eight (48) hours before your test date.

Confirmation of Registration for the TOEIC® 4-Skills Tests - Institutional Program Online (for voucher)



Dear [REDACTED],

We are pleased to confirm your registration to the **TOEIC® 4-Skills Tests - Institutional Program Online (for voucher) session on 27 February 2025 at 2:00 PM**. You will be participating in test session number **488068**. The test will finish around **4:47 PM**.

A few days before the test, you will receive an email containing:

- **The system-check to complete in advance of the test** in order to set up your computer.
- **Instructions on how to prepare your testing environment with the rules to follow** to avoid score cancellation.

The link to your test will be emailed to you once you have successfully completed all the steps of the system-check.

If you do not receive our emails, please check your spam or junk folder.

Please refer to the [FAQ section on our website](#) if you have any questions.

Best regards,
The ETS Global Team

10. The final email will contain the test rules, as well as instructions for checking your equipment and preparing your test environment properly.