

2017 JLPT Rules and Policies for Test Participation

The Japanese Language Proficiency Test (“JLPT”) is organized by the Japan Foundation (“JF”) in collaboration with the American Association of Teachers of Japanese (“AATJ”), which will act as the “Administrator” to conduct the JLPT at 17 test sites in the United States in 2017.

The Rules and Policies for Test Participation (“JLPT Rules”) pertain to registration, participation, and issuance of test scores and certificates of proficiency in connection with the 2017 JLPT. Registrants for the JLPT are referred to as “you,” “the registrant,” or “the examinee.” It is the registrant’s responsibility to read the JLPT Rules carefully and comply with them.

1. Acceptance of JLPT Rules

By registering online or submitting a registration form by mail for the 2017 JLPT, you are agreeing to abide by these JLPT Rules as well as all requirements specified or communicated to you either verbally or in written form at the test site for which you have registered even if your registration form is received without your signature. The JF and AATJ reserve the right to change or amend the JLPT Rules without notice.

2. Registration

Submission of a completed application and advance payment in full of the test fee are required in addition to your agreement to abide by the JLPT Rules. If the test fee is not included with your application form, your application will not be processed. If you are unable to complete an application by yourself, you may have your representative complete and submit an application on your behalf. However, an application that was submitted by your representative on your behalf may not be amended or corrected by either your representative or yourself after the registration period has expired.

3. Payment Policies

All payments must be received in advance for your application to be processed. Services may be withheld for non-payment. Do not send cash.

The fees for registration may be paid for by credit card if registering online or check/postal money order (payable to “AATJ-JLPT”) if registering by mail. If a check is returned for insufficient funds, you will not be eligible for JLPT registration until the full payment is received. ~~We will not accept a combined check for two or more registrants. One check must be issued per registrant.~~

4. Refund Policy

All fees are non-refundable, unless the local test committee cancels the exam. See paragraph 16 (Test Delay/Test Cancellation Policy) below.

5. Withdrawals or Absence from Test Administration

If you withdraw your registration or are absent on the day of the test, you will forfeit any test fee that you have paid, and you will not receive a refund or credit.

6. Test Level and Test Site Change Policy

You may change your test level and/or test site ONLY during the registration period and IF the requested test site is still open. A change can be requested either online or by submitting a Test Site/Test Level Change Request Form to AATJ by regular mail. If sent by regular mail, the form must be received by the deadline, regardless of when it was postmarked. Submission by e-mail or fax is NOT accepted. The request form must be RECEIVED by the AATJ office by 9:00 p.m. Eastern Time on September 29, 2017.

7. Identification

You must bring to the test site a current government-issued identification printed in English with the name in which you registered, including your photograph and signature. Copies will not be accepted.

Acceptable forms of official identification include a driver's license, passport, or state-issued ID. If you are a minor, a student ID is also acceptable as long as the ID includes a photograph and name. Unacceptable forms of ID include social security cards, credit or ATM cards, and retail credit cards. If the name on your identification differs from the name in which you are registered, you must bring a court-certified copy of the official name change (e.g., marriage certificate, court order, etc.). If you do not have proper identification at the time of your test, you will be denied admission to the test session. If you are refused admission to the test, for any reason, you will be considered absent and will not receive a credit or refund.

8. Late Arrival

If you arrive more than 10 minutes after the test administration has begun for any given section (except for the listening section)*, you may be denied admission, in which case you will be

considered absent. You may be permitted to complete the remaining sections, provided that you comply with the test rules. A decision of pass or fail will be given only to those examinees who take all sections of the test.

*Once the listening section of the test starts, no one will be allowed to enter the classroom. If you arrive after the test administration has begun for the listening section, you will be denied admission and you will be considered absent from that section.

9. Test Property

All test booklets, answer sheets, and other test materials are the sole property of the Japan Foundation. You are not permitted to take, copy, photograph, or otherwise reproduce or transmit, any test materials, in whole or in part, by any means including by hand or with the use of any electronic device of any kind.

10. Test Session

The total test time is between 105 and 170 minutes long (not including breaks), depending on the test level you take. After being admitted to the test site, you may not leave until you have been officially dismissed and all of your test materials have been collected by an administrator. At the end of the exam, once your materials are collected and you are dismissed, you must leave the test site and will not be allowed to re-enter once you leave.

The registrant must follow all reasonable instructions given either verbally or in written form throughout the test, including but not limited to instructions to relocate during the test session. You are not to communicate with other examinees or any unauthorized persons in any way during the test administration, nor engage in any other form of misconduct or behavior that would disrupt or unfairly affect the performance of other examinees.

You are not permitted to use or have the following items during the test: Notes, cellular phones, electronic communication devices, visual or audio recording or listening devices or any device with an on/off option, scratch paper, or any other unauthorized aid.

The only items allowed on your desk throughout the test session are: the test booklet, the answer sheet, pencils, erasers, your admission voucher, and photo identification. You may use the margins of the test booklet for any intermediate work you need to do to answer specific questions.

If you engage in any inappropriate conduct, you may be removed from the test site at any time during the test at the sole discretion of an administrator and you will receive no credit or refund of any kind.

There may be extra questions in the Japanese-Language Proficiency Test which do not count toward your score. These questions allow the Japan Foundation and Japan Educational

Exchanges and Services to make test scores comparable across administrations and to determine how new questions function under actual test conditions.

11. Test Score Reporting

a. Decision of Pass or Fail

To pass, (1) the total score must be at or above the passing score (overall pass mark) and (2) the score for each section must be at or above the passing score for that section (sectional pass mark). If your score for one section is below the sectional pass mark, you will fail, no matter how high your total score might be. If you miss a section(s), no points will be given for the entire test, including the section(s) which you completed.

b. Certificate and Score Report

Examinees who complete the entire test will receive a test score report in March 2018, unless the JF finds, in its sole and absolute judgment, any irregularities in your test answers and resultant test scores, in which case the test will be invalidated. A certificate of proficiency will be sent along with the test score report to those examinees who successfully pass the test. Certificates and score reports with typographical errors (i.e., name or date of birth) will be corrected and re-issued by the JF if they are reported within a year after the date of issue. Certificates and score reports will be sent in a regular envelope. If your certificate is bent or creased during mailing, AATJ will not replace it. Results will be sent out using USPS first-class mail; AATJ will not be able to accommodate special delivery options.

Note: All test results are final and cannot be contested or re-graded.

12. Non-compliance or Irregularities at the Test Site

If you fail to comply with the rules set forth in the JLPT Rules, instructions communicated to you orally and/or in writing at the test administration, or if doubts are raised about the validity or legitimacy of your registration or your score, the proctor will bring such non-compliance or irregularities to the attention of the Administrator. The Test Administration may void or invalidate your test scores at any time if, in its sole and absolute discretion, it determines that there is reason to question its validity or legitimacy due to circumstances within or beyond your control.

Your test score will be invalidated if:

1. you are found to have taken the test in someone else's place, or to have engaged someone to take the test on your behalf;

2. your identity could not be verified due to the use of a fraudulent ID or other such reason;
3. you have provided or received answers for the test or have used a dictionary, textbook, reference book, crib sheet, mobile device or anything written on your desk or personal items prior to the test;
4. you refuse to follow instructions;
5. you remove the test paper and/or answer sheets from the test site;
6. you take photos of the test booklet and/or answer sheets and/or disclose to any other party the contents or answers of test papers or the audio content of the listening test via the Internet or any other means of communication;
7. you have disturbed other examinees in any way;
8. your mobile device or watch alarm sounds, vibrates, or otherwise disturb other examinees during the test;
9. you cooperate with someone committing infraction (1), (2), (3), (5), (6) or (7); or
10. you engage, or cause another person to engage, in any other misconduct associated with the registration procedures or test-taking.

13. Invalidation After the Test

If the JF determines that you committed any of the misconduct listed in Paragraph 12 or there are any other reasons to believe that misconduct has occurred in connection with your test taking (including, without limitation, unusual or irregular answer patterns, inconsistent performance, or any other irregularities), the JF may invalidate or cancel your test scores, decline to issue any certification or score report, or prohibit you from taking any future JLPT. Upon receipt of an inquiry from any third party about your JLPT results, the JF may inform the third party that your test results are invalid or cancelled.

Except as provided in the JLPT Rules, you agree that you will not have any claims against the JF, and that the JF will not be responsible for any claims or damages resulting from or arising out of your participation in the JLPT including, without limitation, the JF's refusal to issue any test scores or certification, the JF's invalidation or cancellation of your test score or certification for any reason. You further agree and accept that the above rules are reasonable to maintain the integrity and reputation of the JLPT; and have agreed not to seek any claims against the JF or any other party associated with the administration of the JLPT.

14. Special Accommodations

A registrant who requires special assistance due to physical impairments or learning disabilities is required to submit a Special Accommodation Request Form with their test registration form by the end of the registration period. No late requests will be accepted and no arrangements will be made unless the Request Form is submitted by the registration deadline.

15. Program Change

All aspects of the JLPT are subject to change at the sole discretion of the Japan Foundation.

16. Test Delay / Test Cancellation Policy

The Administrator of each test site, in consultation with AATJ, has the authority to delay or cancel the test in the event of a natural disaster or state of emergency. In the event that the test is canceled, the test will not be postponed, but all examinees may receive a refund of the test fee only (no compensation will be given for travel-related expenses). The cancellation announcement will be posted at the test site as well as on the AATJ website at <http://www.aatj.org>.

The start time may be delayed if there is a disruption to public transportation due to bad weather and/or other causes and if it is determined that a certain number (about 30%) of examinees will be able to reach the venue by delaying the time. Even if the start time of the test may be delayed, the delayed test will be conducted on the same date unless it is cancelled altogether.

If it is determined that the test may not be conducted during the same day as a result of delaying the start time, the test will not be conducted. The test will be deemed to have been cancelled and the examinees will receive a refund of the test fee only.

If the test is delayed or canceled, the Administrator responsible for the test site will notify the examinees in a manner that he or she deems to be most appropriate under the circumstances.

17. Limitation of Liability

You agree that your sole remedy for breach of these rules or any other cause of action arising from or related to your taking the JLPT, including but not limited tort causes of actions, shall be limited by the actual amount of the fees that you paid to the AATJ for registration for the JLPT. In no event shall the JF, the AATJ, the Administrator, or any of their officers, directors, employees, attorneys, agents or subcontractors be liable to you, or to anyone making a claim by or through you, for any claim arising from or related to your taking the JLPT, including claims related to these JLPT Rules and their application, regardless of the form of action or theory of recovery, for: (a) any indirect, special, exemplary, consequential, incidental or punitive damages, even if the possibility of such damages is known; (b) lost profits, lost revenue, lost business expectancy, benefit of bargain damages, business interruption losses or loss of data; (c) injunctive relief; or (d) direct damages of any kind that exceed the amount of the fees for registration that you paid.