

Notes for TOPIK Takers (Indo Korean Center, Pune)

What to bring

- TOPIK Admission Ticket and a valid ID card (original AADHAR card or Passport)

About the Test

- If the test taker brings a copy of their ID or an ID not specified in the regulations, they cannot take the test.
- If the admission ticket has no photo or cannot verify the test taker's identity, they cannot take the test.
- If the name on the admission ticket and the name on the ID do not match completely, the test taker cannot take the test.
- The test takers must be seated in their designated seat in the test room by the end of entry time and cannot enter the test room after that.
- The test takers can only take the test at the designated test site/test room/test seat. Otherwise, the scores will be invalidated.

<Entrance and exit time (based on local time)>

Category	Session	Area	INDIA (Indo Korean Center, Pune)			Duration
			Entry time	Test start	Test End	
TOPIK I	1 st Session	Listening, Reading	09:10	09:40	11:20	100 minutes
TOPIK II	1 st Session	Listening, Writing	12:20	12:50	14:40	110 minutes
	2 nd Session	Reading	15:00	15:10	16:20	70 minutes

- <For type B countries> The test taker must check whether the type of the test paper (odd/even) matches the marked type on the answer sheet. (If it does not, they must inform the proctor immediately.)
- Test takers are not allowed to leave the test room before the end of the test. However, in case of emergency, they may ask the proctor for permission to leave. (Those who leave early must complete a pledge of drop-outs, and their scores will be invalidated.)
- If test takers leave the test room for an urgent reason (such as using the bathroom, etc.) during the test, they must follow the instructions given by the hallway proctors to prevent cheating.
- The test results of the drop-outs and cheaters will be invalidated.
- For TOPIK II, if a test taker misses the 1st session, they cannot take the 2nd session nor get a refund of the registration fee. There is a break in the middle of the sessions, but test takers cannot leave the test building during the break. If they leave the test site without permission, they may be subject to disadvantages such as violation of regulations.
- Test takers must remain seated until the test room proctor instructs them to leave the test room.
- The test taker must check whether their personal information, such as their English name and photo, is correct on the Test date. If there is

any error, the test taker must apply for a correction of their information to the Test center. After that day, the errors caused by the test taker's mistake cannot be corrected.

- TOPIK scores are valid for 2 years from the date of announcement. Score reports that have expired are not issued.

Answer Sheet Guide

- It is your responsibility to manage your time during the exam, and you must stop writing when the time ends.
 - You can only write your answers on the listening answer sheet during the listening section and the reading comprehension/writing answer sheet during the reading comprehension/writing section. There is no separate time for marking after the listening section.
- Be careful not to make the answer sheet damaged or contaminated. You may be penalized for taking notes or leaving unnecessary marks on the answer sheet. Do not damage the timing mark (■■■■) at the top and bottom of the answer sheet.
- Make sure to fill out the answer sheet with the double-sided felt-tip pen provided by the proctor. The responsibility for any disadvantages in the test results caused by not using the designated pen or violating the guidelines below is on the test taker.
- You must mark your answers on the answer sheet and if you mark answers only on the test paper and do not mark them on the answer sheet, they will not be graded.
- For listening/reading comprehension tests, use the thick side of the double-sided felt-tip pen to fill in the circle "●", corresponding to the answer you have chosen (Test-takers are responsible for failing to use the designated pen or fill out the circle completely, which will result in loss of marks.)
- For writing tests, use the thin side of the double-sided felt-tip pen and write within the given space. If you write outside the given space or in a wrong space, that/those part(s) will not be graded. If you want to make a correction, you can either draw two horizontal lines or use a correction tape. If you need to use a correction tape, you can either use your own, or raise quietly your hand to ask to borrow one from the proctor.
- You may use your own correction tape during the test, but please note that you will be responsible for any incomplete corrections or mistakes caused by the use of a correction tape.
- If you made a mistake on the OMR answer sheet, you can ask for a new one. However, it is your responsibility to fill out the new OMR answer sheet by the end of the test. You cannot fill out the answer sheet after the end of the test. If you continue writing or do not comply with the proctor's request to hand in the answer sheet, it may be considered as a violation of rules. After the test is over, it is forbidden to continue to fill out the answer sheet. If you refuse to follow the proctor's instructions, such as continuing to fill out the answer sheet even after the test, the test score would be invalidated. Even if you have finished filling out the answer sheet, you cannot leave the room until you receive instructions from the proctor after the test ends, and you must submit the used question and answer sheets.

Prohibition of Unauthorized Distribution of TOPIK Questions

- TOPIK exam questions are copyrighted works, and unauthorized leakage, reproduction, and distribution thereof is strictly prohibited by law in recognition of the creativity of the copyright holders (i.e. authors). Illegal leakage or distribution is punishable by law, and violators will be restricted from taking the exam in accordance with the 'Enforcement Decree of the Higher Education Act' and 'the Basic Operating Regulations for the Test of Proficiency in Korean (TOPIK).'

Prohibited Items

- Test takers who bring any prohibited items listed below into the test room must submit them to the proctor before the 1st session begins.
- If the prohibited item makes a noise or is found in the possession of a test taker during the test, it may be considered cheating according to the Enforcement Decree of the Higher Education Act and the Basic Operating Regulations for the Test of Proficiency in Korean (TOPIK).

소지 불허 물품

- 응시자는 시험 중 전자통신기기 등을 소지하거나 사용할 수 없습니다.
(모든 전자통신기기는 1교시 시작 전 감독관의 제출 요구가 있을 후, 반드시 전원을 끄고 감독관에게 제출)

					
Cell phone	Electronic Cigarettes	PDA	Tablet PC / E-book	Voice Recorder	Bluetooth Earphone
					
Smart Watch	E-Dictionary	Pen Dictionary / Scanner	Laptop	iPAD	

- ▶ MP3 플레이어, 전자계산기, 라디오, 휴대용 미디어 플레이어, '시각 표시와 교시별 잔여시간 표시 이외의 기능이 포함된 시계', 노트북, 블루투스 무선 이어폰(에어팟 등) 등 위 그림에 나열되지 않았더라도 **모든 전자통신기기는 시험실에서 소지 불허 물품이므로 반드시 전원을 끄고 감독관에게 제출해야 합니다.**
- ▶ 시험실 감독관이 모든 전자통신기기를 제출할 것을 고지한 이후에도 전자통신기기를 제출하지 않은 경우 「고등교육법 시행령」에 따라 부정행위자로 처리되며, 이 경우 모든 **전자통신기기를 감독관에게 제출하지 않은 책임은 응시자에게 있습니다.**

Disciplinary measures against violations

Category	Violation	Grounds	
Suspension or invalidation of the test	▶ Looking at the test questions before the start of the test	Enforcement Decree	
	▶ Writing answers before or after the test		
	▶ Possessing unauthorized communication devices		
	Suspension or invalidation of the test	▶ Possessing electronic devices capable of recording or filming	Basic Operating Regulations
		▶ Refusing to comply with the proctor's identity verification and personal belongings search request	
		▶ Solving problems or writing answers without adhering to the duration of each section	
		▶ Attempting to see another test taker's answers or showing one's answers to other test takers	
		▶ Not submitting the provided memo after the end of the test (only applicable to the speaking test)	
		▶ Noise or operation of the submitted electronic communication device is confirmed (except when stored or managed outside the test room by the test management division, etc.)	
Suspension or invalidation of the test and a two-year suspension of eligibility to take the test from the date of such action	▶ Looking at other test takers' answers or showing one's answers to other test takers	Enforcement Decree	
	▶ Communicating with others about the test content using communication devices or other signals		
	▶ Having or using unauthorized materials		
	Suspension or invalidation of the test and a two-year suspension of eligibility to take the test from the date of such action	▶ Not following legitimate instructions from the proctor required for fair test administration	Basic Operating Regulations
		▶ Conducting acts that significantly disrupt the test operation or progress	
		▶ Forcing others to reveal their answers	
		▶ Writing test answers on places other than the test paper, answer sheet, or provided memo paper (applies to the speaking test only)	
		▶ Refusing to submit the question and answer sheets after the test is over	
		▶ Filming or recording any test contents (test question, answer and audio sources, etc.), acts of making note or storing by other ways, leaking or distributing them through the internet or other means	
		▶ Using altered or fake identification documents or other submitted documents for the test	
Suspension or invalidation of the test and a four-year suspension of eligibility to take the test from the date of such action	▶ Using altered or fake score certificates	Enforcement Decree	
	▶ Impersonating someone else or hiring a surrogate to take the test in their place		

※ See the TOPIK website (www.topik.go.kr) for more information.

Note

- The violation penalty prior notice will be sent to the email address of the examinee who has been caught violating the rules.
- The test taker who has been caught violating the rules can submit their opinions to the TOPIK Center via email (topik1@korea.kr) within 10 days from the date of the violation penalty prior notice. If no opinions are submitted within 10 days, it will be considered as having no opinions.
- The final violation penalty will be processed through an electronic document and will be sent to the email address of the person caught violating the rules.