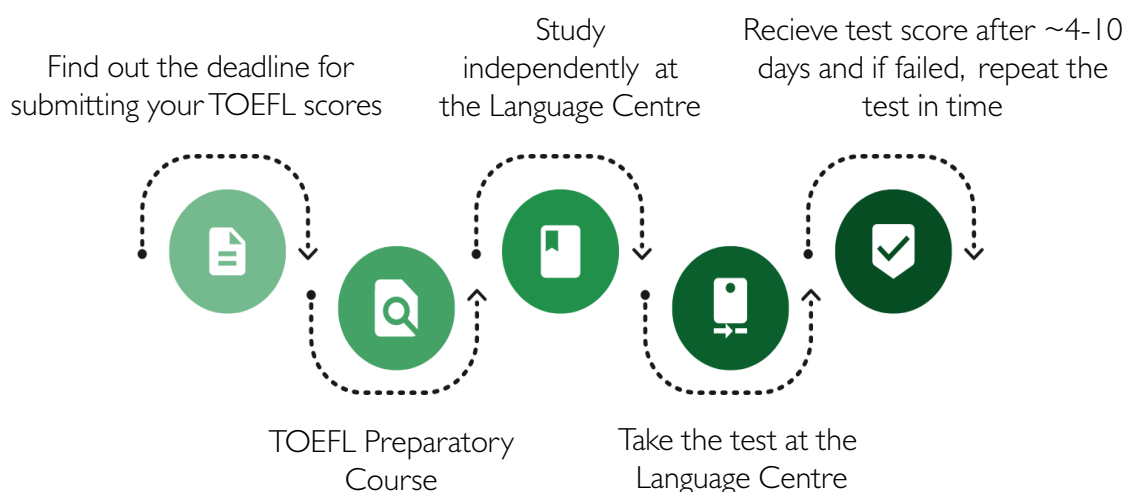


Centre for Languages and Transcultural Communication

# Recommendations for preparing and taking the TOEFL®



## TOEFL Preparatory Course

The Language Centre offers a customised preparatory course that will lead you to a successful completion of the TOEFL test. You will be practicing with experienced course instructors who will guide you through various techniques to enhance your writing, speaking and reading skills, as well as your listening comprehension.

You will also receive instruction on test-taking strategies and learn how to manage your time effectively during the test. In addition, you will receive individual feedback on a written assignment.

Learn more about the Preparatory Course:  
[Website](#)

## Self-Learning Centre at HSG

You will have access to specialised TOEFL learning software on our eleven computer workstations. Here, you can test your writing, speaking, reading and listening comprehension for free.

Additionally, the Self-Learning Centre offers a comprehensive selection of TOEFL training books and media that you can borrow or use on-site.

If desired, our staff will be happy to give you advice for your TOEFL preparation.

Learn more about the Self-Learning-Centre:  
[Website](#)



## FAQ

# Taking the TOEFL<sup>®</sup> at the Language Services

### How can I register for the TOEFL?

To register for a TOEFL test, please use the official [ETS website](#).

### What is the recommended arrival time before the test begins?

To ensure a smooth check-in process on the test day, we kindly request that you arrive at the Language Centre at least 30 minutes before the scheduled start of the test, ideally aiming for 45 minutes prior.

### What do I need to bring with me?

- ✓ Passport or ID (only CH and EU citizens)
- ✓ ETS registration confirmation (e-mail "Ticket confirmation") with your registration number
- ✓ Earplugs (optional, can be purchased at the Centre from the earplug dispenser for a one franc coin)

### Can I take my belongings or liquids into the test room?

It is not allowed to take personal items into the test room. All personal items must be stowed away in the lockers provided for this purpose. The padlocks will be provided.

### Do any Covid measures apply in the test room?

All Covid-19 measures have been lifted.

### Where does the test take place?



Centre for Languages and Transcultural Communication (Language Centre)

**Gatterstrasse 3**

9010 St.Gallen



scan and get  
the directions



## Step by Step

# Test procedure at the test day

### 1 Check-In

- Arrive at least 30 min before the test starts.
- Verify your ID and registration number.
- Fill out the Confidentiality Statement.
- Get your picture taken.

### 2 Test room

- Find your picture on your work station in the test room.
- Listen to the instructions.

### 3 Test start

- Make sure you comply with the test regulations.
- A Supervisor will unlock your test station.

### 4 Test end

- Notify the supervisor that your test has ended.
- Return all writing materials to one of the supervisors.
- Leave the room and report to the Test Centre Administrator.



Contact us:  
[sprachenservices@unisg.ch](mailto:sprachenservices@unisg.ch)

From insight to impact.



TAKE  
THE TOEFL  
AT  
HSG