

JAPAN FOUNDATION



English

August , 2011

To: Host Institutions of the JLPT

## The JLPT in 2011 (December) Special Arrangements for People with Disabilities

Thank you for your cooperation in holding the Japanese-Language Proficiency Test (JLPT). This letter concerns special arrangements for people with disabilities.

## 1. Instruction and Request Form of Special Arrangements for People with Disabilities

Special arrangements for people with disabilities can be made by referring to the documents mentioned below. We will send these documents directly to the person in charge as attached files by e-mail.

- (1) "The JLPT in 2011 (December) Confirmation of Applicants Requesting for Special Arrangements" (1 page in Japanese/English) \*Attachment 1
- (2) "The JLPT in 2011 (December) Request for Special Arrangements for People with Disabilities Instruction (Overseas Edition)" (each 1 page in Japanese and English) \*Attachment 2
- (3) "The JLPT in 2011 (December) Request Form for Special Arrangements" (3 pages in Japanese/English) \*Attachment 3
- (4) "The JLPT - Special Arrangements for People with Disabilities" (each 3 pages in Japanese and English) \*Attachment 4
- (5) "The JLPT - Special Arrangements for People with Disabilities / Comparative Table on Extended Test Time" (1 page in Japanese/English) \*Attachment 5

- \* (1) is required to be filled in by Overseas Host Institution,  
(4) and (5) are Reference Documents for Overseas Host Institution.

## 2. Procedures for Making Special Arrangements for People with Disabilities

- (1) If applicants with disabilities request any special test-taking arrangements, please instruct them to submit the "Request Form" based on Attachment 3 with their "Test Application Form" to your institution.



- (2) After filling in the examinee registration number both in "Request Form" and the "Test Application Form" at your institution, please make a photocopy of the latter, and then send both the original "Request Form" and the photocopy of the "Test Application Form" to the Japan Foundation Center for Japanese-Language Testing by September 30. (If it is possible to miss the deadline, please fax or e-mail the copy of the documents in advance.)

As for the original "Application Form," please send it together with the other Application Forms of the general applicants to the address given to you separately.

- (3) Once the Japan Foundation Center for Japanese-Language Testing has received the request, the Committee for Special Arrangements (CSTA) will review it and your institution will be contacted with the decision on the details of the special arrangements before the beginning of November.

3. As for Attachment 4, the arrangements introduced in the list are basic, and we would like to be as flexible as possible to accommodate the type and degree of the applicant's disability. Therefore, if someone requests any different kind of arrangements, please contact the Japan Foundation Center for Japanese-Language Testing as soon as possible.

If you have any questions or concerns, please do not to hesitate to contact us.

Sincerely yours,

Naomi Takasu

Acting Managing Director

The Japan Foundation Center for Japanese-Language Testing

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