

TOEFL iBT® Testing for Groups of Students

ETS offers institutions the opportunity to have a group of students take the *TOEFL iBT*® test at the same location and on the same test date. This is the process:

1. Submit a Group Reservation Request to Prometric at globalregistrations@prometric.com. Be sure to include the following information:
 - Your institution/program's name and address
 - Your institution's GSP number, if available
 - Location where you would like your students to test (country, state, city)
 - Specific test dates requested, or timeframe for testing
 - Number of seats you are requesting
 - Your contact information (name, email address and phone)

We recommend submitting Group Reservation Requests at least 30 days before the preferred test date. Prometric will find the location/date that best meets your needs.

Each student must create a TOEFL iBT profile using the ETS online registration system at www.ets.org/toefl. Each student will be assigned an ETS ID number.

NOTE: Registration and payment must be completed at least 20 days before the test date, or the seats you reserved will be released to the public.

Privacy Notice

At Prometric, protection of your personal information, and making sure you understand how and why it is processed, is of great importance to us. As a data processor for your test sponsor, Prometric processes your personal information only for the purposes of registering and scheduling you for a test, administering that test, and processing the results. At no time will your personal information be used by Prometric for any other purpose without your permission. Your personal information, including your test results, will be provided to your test sponsor for the purposes of providing scores, certification, or other benefits to you. Prometric may also disclose your personal data to other Prometric entities for the purpose of providing you with testing information, administering the test, or processing your results. These Prometric entities may be located outside the country in which you take the test, and your personal information may be processed or stored there to provide results and information to your test sponsor. Adequate protection of your personal information is ensured at all Prometric entities.

You may access, limit the use of, or change your personal information by contacting your test sponsor during normal business hours. If you test with multiple test sponsors, Prometric may update your personal information for all test sponsors upon receipt of a change to your personal information. The above processing is necessary to administer a test to you, and we cannot register you for a test if you do not agree to personal information processing by Prometric as described above. Contact your test sponsor if you do not agree to this processing.

