

## **The School of International Letters and Cultures Policy for Language Proficiency Exams**

**Purpose:** Satisfy a student's college foreign language graduation requirement by passing a 4<sup>th</sup> semester (intermediate level) language exam with a grade of "C" or better.

### **Information about Language Proficiency Exams:**

- Exam format varies by language. All have writing and reading sections and some also have listening and verbal portions.
- Only ONE opportunity is provided to test out of the language requirement.
- If a grade of "C" or better is not earned on the Proficiency Exam, you must register for the appropriate lower level language course to meet the foreign language graduation requirement.
- There is no fee for exams that ASU can provide and grade, but some exams must be ordered through BYU which charges a \$40 fee for this service. Exams for less common languages are usually only available through BYU. If your language cannot be tested through ASU or BYU, an authority in the language must be located to provide/grade the exam.
- **Exams are arranged after the first week of classes in a semester, up until 2 weeks before the last day of classes. No language testing is done during the summer. Exams are scheduled a week or more in advance and will not be scheduled after the deadlines. PLAN AHEAD.**
- Students who wish to test in Portuguese and Romanian must pass the 4<sup>th</sup> semester language exams in these languages, which at ASU are POR 314 and ROM 314.
- Native speakers (a person with their secondary education in the language to be tested) may not need to take an exam. Please contact International Admissions with questions. Their offices are located on the 1<sup>st</sup> floor of the Student Services Building, or call: 480-965-2688.

### **Spanish, French and German Proficiency Exams Only:**

- Before taking the proficiency exam, you may take a free, online placement test. This is NOT the proficiency exam, but a 20 minute test to help you gauge your ability level before you take the proficiency exam. You can find the test here: <http://www.asu.edu/clas/dll/placement/undergrad.html>
- Spanish, French and German exams can be taken by contacting the language testing coordinator at [silctesting@asu.edu](mailto:silctesting@asu.edu). Spanish, French and German tests are offered twice a semester and you MUST register with the Testing Coordinator. No testing is done during the summer.
- When you have completed the exam, the exam will be graded and the results will take at least 2 weeks to receive and will come in the form of a letter to the address you listed on the application. Your college will automatically be notified of the results so it can update your D.A.R.S. if you pass.

### **Setting up a Language Proficiency Exam:**

- If you want test in Spanish, French or German, see the above section.
- If you wish to test in another language:
  - Fill out the Language Proficiency Examination Application Form
  - Submit the form to LL 440 (Department of Languages & Literatures main office)
  - The Testing Coordinator ([silctesting@asu.edu](mailto:silctesting@asu.edu)) will contact you to arrange the test.
  - Once you take the exam, you will receive a letter confirming the results and the results will be forwarded to your College and/or advisor to update your D.A.R.S. report.

**LANGUAGE PROFICIENCY EXAMINATION APPLICATION FORM**

**A. Personal Information:**

\_\_\_\_\_  
Name ASU Identification Number Major and College (of that major)

\_\_\_\_\_  
Local Address City State Zip Code

\_\_\_\_\_  
Local Phone Number Preferred E-mail Address

**B. Testing Information:**

1. In which language would you like to prove proficiency? \_\_\_\_\_
2. Do you need to take the exam to satisfy a graduation requirement? YES NO  
*If not, why do you need the exam?*
3. If you wish to test in SPA, FRE or GER, did you already take the exam in the computer lab? N/A YES NO

**C. Agreement to the Conditions of the Language Exam:**

**By signing below you agree to the following conditions:**

- Only **ONE** opportunity to test out of the language requirement will be given to me
- No credit or grade will be given to me for passing the exam- only the requirement will be satisfied

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**D. Submit this application to LL-440.** The Testing Coordinator will contact you to arrange the exam (if applicable.)  
Results will be mailed and may take up to 2 weeks to receive. Your results will be noted in your ASU computer files. If you pass, your college and/or advisor will automatically be notified to make the appropriate changes to your D.A.R.S. report.

**PROFICIENCY EXAM RESULTS:**

(Please check)

This certifies that this student has taken and **PASSED** a language proficiency exam at the 4<sup>th</sup> semester level with a grade of "C" or better. This satisfies the university's graduation requirement of at least intermediate language proficiency.

This certifies that this student has taken and **FAILED** a language proficiency exam at the 4<sup>th</sup> semester level with a grade lower than "C" and does not satisfy the university's language requirement.

\_\_\_\_\_  
Evaluator's Printed Name

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

**Please return to Doug Spencer in LL447A or by mail, mail code 0202**