UCSD students may wish to have it certified that they have attained a level of conversational and reading proficiency that is adequate to conduct everyday life in a secondary language. Revelle and Eleanor Roosevelt Colleges require such certification for the baccalaureate degree. In addition, some UCSD departments have an undergraduate language requirement as part of their major program. The Linguistics department has accepted the responsibility of evaluating such proficiency for French, German, Italian, Russian and Spanish. Students may take proficiency examinations in other languages when qualified testers are available.

If you wish to take the proficiency examination in French, German, Italian, Russian or Spanish:

The reading portion of the exam is given once each quarter (twice in Fall Quarter) on the dates specified on Triton Link under “Placement and Proficiency Exams Schedule”. If you pass the reading portion, you will then be scheduled to take the oral portion of the exam. Once you have passed both portions of the proficiency exam (in the same quarter) you will have satisfied your language requirement.

If you wish to take the proficiency exam in languages other than those listed above, please see the documents you need below.

PLEASE NOTE: The proficiency exam is not the same as the placement test. The placement test will tell you in which level of the language you are approved to enroll. The online placement test is available in French, German, Italian and Spanish at:

https://lang.ucsd.edu/llp/
PROFICIENCY EXAM PROCEDURES
FOR STUDENTS

If you wish to take the proficiency examination in a language other than French, German, Italian, Russian or Spanish please follow these procedures.

1. Check the list of approved proficiency administrators to see if your language is listed. If so, follow the instructions below. If your language is not listed please see your college or major department for instructions.

2. Contact the test administrator and make an appointment for the test. You must make arrangements to give the tester the “Proficiency Guidelines” and “Proficiency Test Form” before the test date. After the test, the test administrator fills out the form and either certifies that you have passed proficiency or indicates that you are not proficient.

3. Bring the completed form to the Linguistics Language Program Office, APM 3016. You must return this form to the Language Program whether or not you passed the test.

4. The Language Program office will contact the test administrator to verify that the test has been given and that the results indicated are correct. If you have passed the test, the Language Program office will notify your college or major department of the results and will also inform the Registrar so the result can be posted to your transcript.

PLEASE NOTE:

The only approved test administrators are UCSD ladder-ranked faculty or Unit 18 Lecturers. There are no exceptions to this rule.
<table>
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<tr>
<th>Language</th>
<th>Contact</th>
<th>E-mail</th>
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<th>Department</th>
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PROFICIENCY EXAM GUIDELINES FOR TEST ADMINISTRATORS

READING PROFICIENCY TEST

The examination should test the student’s overall reading comprehension as well as their accuracy in understanding details; these can be assessed by having the student translate a variety of (short) reading passages. A student who can extract specific information reliably from everyday material (such as newspapers) in the language has attained the level of reading proficiency adequate to pass the examination. In administering the examination, the examiner may help the student with occasional words or permit the student to use a dictionary; however, the amount of reading material and time limit used for the examination should be great enough to prevent the student from using such help as a substitute for what should be general knowledge of the language. For the purpose of this evaluation, the student is not expected to make no mistakes in translating, but is expected to be able to get the gist of what is read. The mistakes the student does make should be particular ones (e.g., not knowing a particular vocabulary item or idiom, or mistranslating a verb tense in an unidiomatic way), rather than mistakes that lead the examiner to believe that the student would in general misunderstand the essential matter in the reading.

CONVERSATIONAL PROFICIENCY EVALUATION

1. The student may read a passage of common, everyday prose (e.g. a newspaper article aimed at a mass audience) for a few minutes, in order to provide a subject for starting the conversation.

2. The student then carries on a conversation with the interviewer for About 15 minutes. The interview may begin with questions about the article read, but conversation should be allowed to proceed naturally on any subject of interest; interviewers may help with words, as they would do in normal conversation with a foreigner.
3. For the student to satisfy the conversational proficiency requirement, the interviewer must certify that the student could handle normal class interchange in a basic substantive course (in mathematics, science, literature, history, etc.) conducted entirely in the language. To evaluate the student’s performance, an interviewer should imagine that someone is asking, “Does this student speak Korean (Chinese, Farsi, Filipino, Vietnamese, etc.)?”

The student satisfies the requirement if the answer would come without hesitation, “Yes, of course”, or “Yes, although he makes a lot of mistakes”, or “Sure, but he has a terrible accent”, or “Yes, he does but there are some surprising gaps in what he knows”. In general, the required proficiency level has been attained if carrying on a conversation with the student is quite comfortable; even though it is quite obvious it is a conversation with a foreigner.

The student does not satisfy the requirement if the answer is “No”, or “Not very well”, or “Well, I’m not sure how much he understands”, or “Well he can make himself understood eventually”, or “Well, his Korean (Chinese, Farsi, Filipino, Vietnamese, etc.) is not very good, but he somehow does manage to communicate something”. In general the required proficiency level has not been attained if the student has such massive difficulties that the interviewer feels uncomfortable in trying to carry on an ordinary conversation with the student in the language, and would normally avoid such conversation. In that case, the student could not be expected to handle normal classroom and social interchange adequately.

**REPORTING THE RESULTS**

The results of the evaluation should be recorded on the Proficiency Test Result Form (available on the Linguistics Department Website http://ling.ucsd.edu/Language/llp.htm).

**NOTE:** Proficiency must be attained in both reading and conversation in the same quarter. Writing proficiency is not necessary, nor should it be tested.
Instructions to student:
1. Fill out the top part of this form.
2. Make an appointment with a tester.
3. Arrange to give the “Language Proficiency Guidelines” and this form to the tester before the test date.
4. At the end of the test, take the completed form to the Linguistics Language Program, APM 3016.

To be filled out by student:

Name:

PID: A

College:

Major:

Language:

To be filled out by tester (must be UCSD lecturer or ladder-rank faculty):

Name of tester:

Title of tester:

Department of tester:

UCSD employee ID #:

E-mail of tester:

Phone of tester:

Results of test: PASS NO PASS

Date of test:

Would you be willing to administer this type of proficiency test again? YES NO

If yes, please select one of the following:

☐ Please add my name to the Language Proficiency Testers website.

☐ I prefer that students be recommended to me on a case-by-case basis.

Signature: Date:
Note: Only Lecturers will receive separate compensation for performing this test.

For LLP office use only
Verification request sent to tester on:

Verification received on:

Notification sent on: