

To sign up for SP21 Chinese proficiency exam:

1. **Recheck with your academic advisor**, and reconfirm that you need to complete this proficiency exam for the foreign language requirements;
2. Check your schedule and select the exam whose date/time works for you. Pay attention that all dates/times are US Eastern Standard Times!
3. Pay the fee of \$60 at <https://sll.la.psu.edu/proficiency-certification>; **Be sure to fill in your PSU email when paying, so you will receive the receipt of payment!**
4. Download and fill out the registration form correctly. Read the instructions on the following pages very carefully BEFORE you fill out the form;
5. Attach your filled-out registration form to the email receipt (received after you pay the \$60 fee), and forward them to AS Department Administrative Assistant, Ms. Mary Price (meo12@psu.edu). She won't process your registration until she can see both your email receipt of payment and your registration form;
6. Complete all above steps BEFORE registration closes for the exam you are signing up for. **Wait for AT LEAST 48 hours after the registration closes, then you will see yourself added to the exam site on CANVAS if the above procedures are completed AND you've filled out the registration form correctly.** Further information about completing the exam will be posted on CANVAS.

Instructions for filling out the registration form

- Title your registration form as “LAST NAME, FIRST NAME”.
- You are responsible for filling out the registration form correctly and sending it to AS Department administrative staff together with your email receipt of payment. These should be done BEFORE the registration deadline of the desired exam that you would like to take. When filling out the form, you should provide accurate information, and should not seek help from anyone else. **The examiners, the language program coordinator, and the administrative office staff will NOT be able to help any student check the form.**
- **If the form is not filled out correctly, we CANNOT guarantee a spot for you on the exam day.**

Request for Non-Credit Proficiency Certification in Foreign Languages

1: On Page 1, fill out ALL blanks of the upper half page. Please write neatly. Use your Penn State email instead of other personal email account.

Name of Student (please print) _____
Student Number _____ Email _____
Local Address and Phone _____

Permanent Address and Phone _____

Major (if pre-major, state College or DUS) _____
Academic Advisor's Name (please print) _____
Advisor's Office Address and Email _____

To the student: This form does not lead to your receiving credits. It only certifies that you have been found proficient at the level specified. The receptionist in the appropriate language department office (see list below) will tell you which instructors or other examiners are authorized to provide certification for your language.

2: At the margin of upper right corner, write down the date of the exam that you are signing up for.

<i>For examination and certification in (language)</i>	<i>Go to (department office)</i>	<i>Location</i>
French	French and Francophone Studies	466 Burrowes
Spanish, Italian, Portuguese	Spanish, Italian, & Portuguese	466 Burrowes
German, Russian, other Slavic languages	Germanic & Slavic Languages & Literatures	466 Burrowes
Latin and Ancient Greek	Classics & Ancient Mediterranean Studies	108 Weaver
Hebrew	Jewish Studies Program	108 Weaver
Arabic, Swahili	Comparative Literature	466 Burrowes
Chinese, Japanese, Hindi, Korean	Asian Studies	102 Old Botany
Other languages	School of Languages and Literatures	466 Burrowes

3: For the blank of "LANGUAGE", put "Chinese" there.

After the School of Languages and Literatures staff member tells you the name of an authorized instructor or other examiner, it is your responsibility to contact this person, arrange a time to be examined in the language, pay the fee (prior to taking the exam), give the form to the examiner at the time of the exam, and obtain the first two approval signatures in the order shown below. The language examiner -not the student- should return the form to the receptionist in the language department. (In some cases, at the option of the department, official credentials showing your prior knowledge of the language may be used as an alternative or supplement to an exam.) The language department will then send the completed form to your advisor and give you a copy of the form for your records. Your advisor can have your language proficiency entered into your official "degree audit" record.

To the advisor or College representative: The student identified above has been found proficient in the language indicated, at the level indicated. This form is valid only when all approval signatures are provided.

LANGUAGE _____

4: Leave ALL these blanks unchecked (from the bottom of Page 1 to the top of Page 3). These proficiency levels should be checked by the examiner after your exam is completed.

PROFICIENCY equivalent to completion of the highest Penn State course level that is checked below:

Language 001 (4th-credit level)

Language 002 (8th-credit level)

Language 003 (12th-credit level, which completes the B.A. requirement)

Language ____ (or 15th-credit level)

Language ____ (or 18th-credit level)

Beyond 18th-credit level (may include native speakers)

Other pattern of equivalency (for example: 3 credits, 6 credits)

Additional descriptors may also be used (optional). For example, if only a reading knowledge, or only a conversational knowledge, has been tested, this can be indicated below.

Listening skills

not tested

very minimal or no practical ability to comprehend the spoken language

able to understand short, basic utterances on everyday topics and immediate situations

able to understand ideas and details of conversations beyond the immediate situation

able to understand main ideas and essentials of most or all speech in a standard dialect, when listening for personal, social, and professional purposes

native or native-like ability

Speaking skills

not tested

very minimal or no practical speaking ability

able to handle a range of uncomplicated, basic tasks and simple practical and social situations

able to satisfy the needs of many everyday situations, including routine school and work

able to participate effectively in most or all situations and to speak appropriately on practical, social, academic/professional, and abstract topics

native or native-like ability

Reading skills

not tested

very minimal or no practical ability to understand written material

able to read short, simple texts dealing with basic practical and social needs

able to read prose several paragraphs long, and to understand main ideas if not all details

able to read with complete or almost complete comprehension, including

academic/professional material and material on unfamiliar subjects

reading ability of a well educated native or native-like speaker of the language

Writing skills

not tested

very minimal or no practical ability to communicate in writing

able to meet limited practical needs such as writing a short letter

able to write items such as routine correspondence though there may be some errors

able to use written expression successfully in most or all formal and informal writing situations, including writing on academic/professional topics

writing ability of a well educated native or native-like speaker of the language

5: On the last page, sign and date ONLY under “Student”.
Before you sign, make sure you have read and understand the policy and procedure statements on this form. DO NOT sign or date in any other blank on this page.

Signatures (obtain in the order indicated):

1. Student. I have requested Non-Credit Proficiency Certification as indicated on this form. I have read and understand the policy and procedure statements on this form.

_____ (signature) _____ (date)

2. School of Languages and Literatures staff member. With reference to the student indicated on this form, the fee for the language examination and/or evaluation of his/her credentials (\$60) has been paid.

_____ (printed name) _____ (signature)
_____ (date)

3. Examiner (do not administer the exam or evaluate credentials unless both signatures #1 and #2 have been supplied). I am an instructor or examiner whom the language department, as indicated above, has authorized to verify proficiency in the language shown. Having examined the student identified above, or having evaluated his/her credentials, I certify that he/she is proficient in the language at the level indicated.

_____ (printed name) _____ (signature)
_____ (date)

4. Head of the department offering the language as indicated above, or for other languages, Director of the School of Languages and Literatures

_____ (printed name) _____ (signature)
_____ (date) 1/30/15