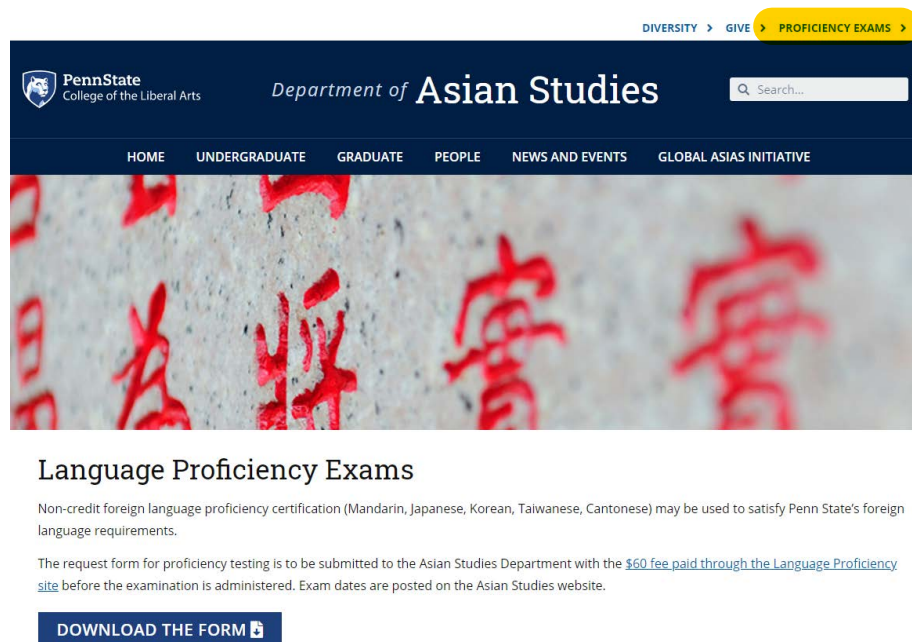


To sign up for a proficiency exam, please read the following instruction carefully.

1. Double-check 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 that works best for you. Please pay attention that ALL DATES AND TIMES are US Eastern Standard Times.
3. **Pay the fee of \$60** at <https://sgllc.la.psu.edu/proficiency-certification>.
4. Download and **fill out the registration form** correctly on the Department of Asian Studies website.



5. Once you are finished making the payment of \$60 and filling out the registration form, email the Department Administrative Assistant Ms. Mary Price (meo12@psu.edu):
 - In the email, you must attach (1) the email receipt from the payment of \$60 and (2) the registration form.
 - Let Ms. Mary Price know which date you want to take the proficiency exam.
 - She will NOT process your registration until she can see BOTH your email receipt of payment AND your registration form.
6. The exam semester is based on when you apply. Ms. Mary Price will give you the access information, once you email her the required receipt and the form.

Instructions for filling out the registration form

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

Request for Non-Credit Proficiency Certification in Foreign Languages

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.

3. For the blank of LANGUAGE, write the name of the language you are testing. EX: Korean.

<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

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/BLANK. 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**. Please 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)