

# 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.

| <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 \_\_\_\_\_

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

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