

PROFICIENCY CERTIFICATION

Department of Languages and Culture Studies, UNC Charlotte

Instructions for Administering Language Proficiency Tests

- Keep the test as brief as possible (30 minutes)
- Divide the test into three parts: **conversation, reading, writing**
 - **Conversation:** ask general questions (What's your name? Where do you live? How old are you? What are you studying at UNC Charlotte? Do you have a job? If so, where do you work? What do you do? Where were you born? Where did you learn or study the language? Briefly describe your family. Where do you live? What's your house/apartment like? Do you eat your meals at school? What foods do you like? What's your typical day like? When will you finish school? What will you do then?)
 - **Reading:** ask the student to read a text out loud and summarize it in his or her own words, the text should be short and representative of a text one would encounter when visiting the country in which the language for which you are testing is spoken
 - **Writing:** ask the student to write a short passage or a few brief sentences. The topics of the writing samples can vary. In some cases, they may be written answers to questions about daily life and family; they may be in a specific context, such as writing a postcard or letter; they may even be summary descriptions of events.
- Make an assessment of the student's proficiency based on the **Language Proficiency Levels** below
- Complete Testing section of the Certification of Proficiency Form
- Submit the Certification of Proficiency form as well as the materials used for the Reading and Writing portions of the test to the Department of Languages and Culture Studies
- The Associate Chair of the Department will review the form and notify the Records Office in writing of the student's proficiency level

Language Proficiency Levels*

- **Beginner** Can communicate with formulaic and rote utterances, lists, and phrases.
- **Intermediate** Can create with language, ask and answer questions on unfamiliar topics and handle a simple situation or transaction.
- **Advanced** Can narrate and describe in all major time frames, and handle a situation with a complication.
- **Native** Can support opinion, hypothesize, discuss topics concretely and abstractly, and handle a linguistically unfamiliar situation.

*For more detailed descriptions of the levels in terms of Listening, Speaking, Reading and Writing see the ACTFL Proficiency Guidelines at actfl.org.