

PROFICIENCY CERTIFICATION

Department of Languages, Cultures, and Translation, UNC Charlotte

Instructions for Administering Language Proficiency Tests

- Keep the test as brief as possible
- 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? Where do you live? What's your house/apartment like? 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.
- Please keep a record of any reading, listening or writing materials used to test the student and any observations of their proficiency.

Language Proficiency Levels*

- **Novice** 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.
- **Superior** 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](http://actfl.org) at actfl.org.