

Foreign Language Proficiency Testing Evaluation for Languages other than Spanish

Section 1: Instructions to Students (please read carefully)

- **This form is only for proficiency testing in all other languages other than Spanish** to fulfill the California State University, Sacramento Foreign Language Graduation Requirement (FLGR). Fulfilling the FLGR through testing **does not award academic units toward graduation in any way**. The Spanish Proficiency Test (SPT) is offered by the Department of World Languages & Literatures and requires a different test available on our website at www.csus.edu/wll.
- Language proficiency testing is performed on an individual basis with an authorized examiner to be conducted in an interview-style format. A list of recommended evaluators is available on our website. **If and when you are evaluated, it is important to stay at least 6 feet away from other people and wear a cloth face covering to slow the spread of COVID-19. It is recommended to use video chat such as Zoom, Skype or Google Hangouts to complete the evaluation. Keep a safe distance to slow the spread.**
- **No fee is required through this department. However, faculty or examiners outside the department may elect to charge a fee.** Students are encouraged to verify any fees in advance of their evaluation appointment.

Date: _____ Name: _____
(last) (first) (middle)

Sac State ID#: _____ Phone: _____

Sac State Email: _____ Semester/Year: _____ Language: _____

Section 2: Evaluation of Two Skills (completed by evaluator). One skill must be either Reading or Writing.

- | | | | |
|--------------------------|--------------------------------------|----------------|--------------------|
| <input type="checkbox"/> | Speaking Proficiency (elementary) | ___ Acceptable | ___ Not Acceptable |
| <input type="checkbox"/> | Listening Comprehension (elementary) | ___ Acceptable | ___ Not Acceptable |
| <input type="checkbox"/> | Reading Proficiency (elementary) | ___ Acceptable | ___ Not Acceptable |
| <input type="checkbox"/> | Writing Proficiency (elementary) | ___ Acceptable | ___ Not Acceptable |

Note for evaluators: Please attach a typed, signed letter on company/agency/institution letterhead describing listed proficiency skills above. This can be waived if the evaluator is a faculty/staff member at Sac State or employed in the Department of World Languages & Literatures.

Evaluator Comments/Recommendations:

Section 3: Verification by Evaluator (please print) _____ (evaluator initials) Student ID Confirmed

Evaluator Name (print): _____ Signature: _____

Telephone: _____ Email: _____

Agency/Institution: _____ Fee Charged: ___ Yes ___ No Fee Required Date: _____

California State University, Sacramento has transitioned to virtual operations in all feasible areas of the University. We are taking steps to maximizing social distancing in our effort to help the region's COVID-19 community mitigation. Return this completed form and all supporting letters signed by your evaluator to the Department of World Languages & Literatures email wll@csus.edu in a .PDF or . JPEG format. Please do not mail in completed forms.

Completing the Foreign Language Graduation Requirement for all Languages other than Spanish

Please Read Carefully

This form is only for proficiency testing in all other languages other than Spanish to fulfill the California State University Foreign Language Graduation Requirement (FLGR). Fulfilling the FLGR through evaluation **does not award academic units toward graduation in any way.**

A Spanish proficiency test is offered by the Department of World Languages & Literatures and requires a different form also available in Mariposa Hall 2051 or on our website at www.csus.edu/wll. For American Sign Language proficiency, please contact Deaf Studies in Eureka Hall 401 at (916) 278-6639.

It is the sole responsibility of the student to contact an evaluator and verify their credentials. A list of recommended and approved evaluators including the evaluation form can be found in the office of the Department of World Languages & Literatures (WLL) in Mariposa Hall 2051 and on our website.

The Test

In order to fulfill the **FLGR** for Sac State, the **student must successfully complete at least two of the following skills:** speaking proficiency, reading proficiency, writing proficiency and listening comprehension – **with one skill in either reading or writing.** Testing is performed on an individual basis with an authorized examiner to be conducted in an interview-style format. **This test may only be taken once.**

No fee is required through this department. However, faculty or examiners outside the department may elect to charge a fee. Students are encouraged to verify any fees in advance of their evaluation appointment. Once this form is submitted to WLL the results will be sent to Degree Evaluations in the office of the Registrar. Please allow 4 to 6 weeks for processing by the Registrar.

If and when you are evaluated, it is important to stay at least 6 feet away from other people and wear a cloth face covering to slow the spread of COVID-19. It is recommended to use video chat such as Zoom, Skype or Google Hangouts to complete the evaluation. Keep a safe distance to slow the spread.

Qualifications for Evaluators

If the evaluator is located within the World Languages & Literatures Department or is employed by the university or its affiliates, then the completed evaluation form is the only documentation necessary for submission.

If the evaluator is not included on the WLL list of recommended and approved evaluators, they must provide a written statement to be printed on company, agency or institutional letterhead briefly describing their qualifications as well as which skills were tested and an overall assessment. The evaluator's contact information must be accurate and up-to-date in the event that the University Registrar chooses to contact them for verification or clarification – this responsibility lies solely with the student. It is recommended that your evaluator has some experience teaching and/or is completely fluent in speaking, reading and writing the language to be evaluated.

Where to Submit the Evaluation Form

California State University, Sacramento has transitioned to virtual operations in all feasible areas of the University. We are taking steps to maximizing social distancing in our effort to help the region's COVID-19 community mitigation. Return this completed form and all supporting letters signed by your evaluator to the Department of World Languages & Literatures email wll@csus.edu in a .PDF or .JPEG. format. Please do not mail in completed forms.