

# PROFICIENCY EXAM PROCEDURES FOR STUDENTS

If you wish to take the proficiency examination in a language other than French, German, Italian, Russian or Spanish please follow these procedures.

1. Check the list of approved proficiency administrators to see if your language is listed. If so, follow the instructions below. If your language is not listed please see your college or major department for instructions.
2. Contact the test administrator and make an appointment for the test. You must make arrangements to give the tester the “Proficiency Guidelines” and “Proficiency Test Form” **before the test date**. After the test, the test administrator fills out the form and either certifies that you have passed proficiency or indicates that you are not proficient.
3. Bring the completed form to the Linguistics Language Program Office, APM 3016. You must return this form to the Language Program whether or not you passed the test.
4. The Language Program office will contact the test administrator to verify that the test has been given and that the results indicated are correct. If you have passed the test, the Language Program office will notify your college or major department of the results and will also inform the Registrar so the result can be posted to the your transcript.

## PLEASE NOTE:

The only approved test administrators are UCSD ladder-ranked faculty or Unit 18 Lecturers. There are no exceptions to this rule.