

## French Language Proficiency Test

### Registration Package

(Registration documents may be submitted after February 1, 2019)

All candidates for the French as a Second Language Part I, AQ course must successfully complete a French language proficiency test as an entrance requirement. The test ensures that candidates possess a competency in French and includes listening, speaking, reading and writing sections.

FSL Part I Candidates may only be exempt from the test by submitting proof of one of the following credentials to the Office of the Registrar: *(These credentials must have been achieved within the two years prior to registering for the FSL Part I course.)*

- a Certificate of Bilingualism from Nipissing University, Laurentian University or Level C from the Federal government;
- a transcript showing proof of graduation from a francophone university having studied in the French language;
- a Level B2 Diploma (provided upon successful completion of the DELF French proficiency test).

**Candidates with a High School Extended or Immersion French Certificate are not test exempt.**

### **Description of the French Language Proficiency Test**

#### Written Component:

- LISTENING: candidates will listen to an audio clip(s) and provide a written composition to demonstrate comprehension and writing skills. *The composition will be evaluated for content and quality of language.*
- READING: candidates will read the passage and answer the corresponding questions. *The reading passages are at the approximate reading level of a francophone newspaper similar to the Toronto Sun.*
- WRITING: candidates will respond to the text with a justified opinion piece.

#### Oral Component:

- SPEAKING: online candidates will respond to a series of questions provided aurally through the computer by recording their answers in a voicemail message while in the presence of their proctor.

The passing mark is 70% on the oral component and 70% on the written component (combination of all three sections). Candidates who fail the test are allowed to retake the component(s) that they failed once within the year of their first attempt. Please note if a candidate fails the written component, all three sections, LISTENING, READING and WRITING must be retaken. If candidates pass the test but do not enroll in the FSL AQ course immediately, their test results will be valid for one calendar year. **Students cannot be retested in the same testing period as their first attempt. Results will be sent to the email address you have provided.**

### **Proctor**

In order to complete the online French Language Proficiency Test, candidates are required to have an approved proctor assigned to invigilate the online testing. Proctors may be a (non-family member) Principal, Vice-Principal, Department Head, certified teacher or a university faculty member. The proctor must be present during the entire testing time. The proctor's duties are to ensure the candidate completes all portions of the test within a continuous time frame of no more than 120 minutes and to ensure that no references or resources (other than the accent code information sheet provided by Nipissing) are used during the testing session. Proctors must agree to be contacted by the university to verify this process.

The oral portion of the test requires candidates to have access to a phone to record their answers on a voice message system to the University.

The Registration form, Method of Payment Form and the Proctor form must be sent to the Office of the Registrar **no later than 5 days prior to attempting the test. Forms will not be accepted late.**

**PRIVACY:** Personal information in connection with this form is collected under the authority of the Nipissing University Act, 1992 for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes. Additionally, personal information may be used by University staff in many offices on a "need to know" basis to identify and contact students who require their services. If you have any questions regarding the collection, use and disclosure of this information by the University, please contact the Finance Office, Nipissing University, Box 5002, North Bay ON P1B 8L7, (705) 474-3461, ext. 4419.

## **Testing Accommodation for French Language Proficiency Test**

If required, students with diagnosed disabilities may request relevant academic accommodation for the French Language Proficiency Test. In order to register for temporary support for this test, please contact Student Accessibility Services (SAS) at Nipissing and be prepared to provide them with one of the following documents (depending on the nature of the disability) which must be completed by a registered health care professional or disability services provider:

- a recent memo of accommodation from your current post-secondary institution;
- a recent psychological/neurological assessment (re learning disabilities, ABI, etc.);
- current medical documentation from a qualified healthcare professional.

Please contact Student Accessibility Services for more information:

Phone: (705) 474-3450 ext. 4362

Email: [sas@nipissingu.ca](mailto:sas@nipissingu.ca)

## **Online Test Information**

Prior to the test, detailed instructions will be emailed to the candidate. The online test is offered through Blackboard and is up to 120 continuous time frame minutes in length. The oral portion of the test requires candidates to have access to a phone to record their answers on a voice message system to the University.

An accent information sheet posted at <http://www.nipissingu.ca/academics/faculties/schulich-school-of-education/pd-for-teachers/french-language-proficiency-test/Pages/Online-Proficiency-Test.aspx> is the only resource allowed during the test.

**\*\*Prior to the test, please ensure you can use accents on the computer with which you will do the test.**

## **Technical Requirements**

The test can be taken on a Mac or Windows computer system that has speakers. Candidates will also need telephone access for the speaking portion of the test. **It is recommended that candidates test their login credentials on the system they expect to use prior to their test date.**

Candidates registered for the online test are enrolled in the LANG-DEMO test. It is not a demo to practice your skill level. This is actually a course set up in Blackboard which allows you to determine if the system you plan to use can interact successfully with the various portions of the online proficiency test. Prior to the test, please explore this demo to ensure that you can hear the audio, interact with a quiz and insert accents. You are encouraged to explore the demonstration in advance in order to reduce stress and problems prior to the testing period. You may test any portion of the demo as many times as you wish. Please forward any technology-related (login/password) questions/issues to the Technology Services Office at 1-705-474-3450 x 4342 or [techsrv@nipissingu.ca](mailto:techsrv@nipissingu.ca). All other testing related questions should be directed to the InService Education Department between 8:30 a.m. and 4:00 p.m. at 1-705-474-3450 ext. 4217 or [inservice@nipissingu.ca](mailto:inservice@nipissingu.ca).

## **After Registration**

Once you have paid for the test and provided your Proctor Confirmation form, you will receive an email message confirming you are scheduled for the on-line test along with directions on how to login and when the test will become available.

## **Test Results**

Test results will be sent to the candidate's email address once results are provided to the Registrar's Office. Candidates will receive a (%) mark for the oral component and a (%) mark for the written component (combination of all three sections) with the break-down mark for Listening, Reading and Writing sections. We will not provide any specific details of the test results as this may compromise the integrity of our test.

The passing mark is 70% on the oral component and 70% on the written component (combination of all three sections). Candidates who fail the test are allowed to retake the component(s) that they failed once within the year of their first attempt. Please note if a candidate fails the written component, all three sections, LISTENING, READING and WRITING must be retaken. If candidates pass the test but do not enroll in the FSL AQ course immediately their test results will be valid for one calendar year.

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## French Language Proficiency Test Registration Form For Certified Teachers

<b>NIPISSING STUDENT ID NUMBER</b> (if known)		<b>OCT REGISTRATION NUMBER - *Mandatory</b>		<b>SOCIAL INSURANCE NUMBER</b>				
<b>SURNAME</b>		<b>FIRST NAME</b>		<b>MIDDLE NAME</b>				
<b>HOME EMAIL - *Mandatory</b>		<b>GENDER</b> <input type="checkbox"/> Male <input type="checkbox"/> Female		<b>DATE OF BIRTH (MM/DD/YY) - *Mandatory</b>				
<b>MAILING ADDRESS</b>								
<b>CITY</b>		<b>POSTAL CODE</b>		<input type="checkbox"/> New Nipissing Student, or <input type="checkbox"/> Continuing Nipissing Student				
<b>HOME PHONE</b> (       )		<b>CELL PHONE (if applicable)</b> (       )		<b>WORK PHONE (if applicable)</b> (       )				
<b>ON-LINE FSL Proficiency Test (Blackboard)</b>								
<p><b>Students cannot be retested in same testing period as first attempt. We encourage candidates to attempt the test before the last testing period in the event a retest is required.</b></p> <p><b>Candidates must register for the test no later than 5 days prior to attempting the test. No Exceptions.</b></p>								
<b>ON-LINE FSL Proficiency Test Testing Periods (select one testing period):</b>								
<input type="checkbox"/> February 19 – March 1, 2019 <input type="checkbox"/> March 18 – March 29, 2019 <input type="checkbox"/> April 23 – May 3, 2019 (Last testing period for Spring/Summer 2019 online course)								
Technical Support to resolve login/password issues can be reached at 705-474-3450 ext. 4342 during the following hours of operation: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <b>September – April</b>            Monday – Thursday 8:00 a.m. to 9:30 p.m.            Friday 8:00 a.m. – 5:30 p.m.            Saturday 12:00 p.m. and 5:00 p.m.            (closed Sundays and on holidays)         </td> <td style="width: 33%; vertical-align: top;"> <b>May -July</b>            Monday – Thursday 8:30 a.m. to 7:30 p.m.            Friday 8:30 a.m. – 5:30 p.m.            Saturday - Sunday Closed         </td> <td style="width: 33%; vertical-align: top;"> <b>August</b>            Monday – Friday 8:30 a.m. to 4:00 p.m.            Saturday - Sunday Closed         </td> </tr> </table> <p>***All other testing related questions/issues should be directed to the InService Education Department at 705-474-3450 ext. 4217 or at <a href="mailto:inservice@nipissingu.ca">inservice@nipissingu.ca</a>.</p>						<b>September – April</b> Monday – Thursday 8:00 a.m. to 9:30 p.m. Friday 8:00 a.m. – 5:30 p.m. Saturday 12:00 p.m. and 5:00 p.m. (closed Sundays and on holidays)	<b>May -July</b> Monday – Thursday 8:30 a.m. to 7:30 p.m. Friday 8:30 a.m. – 5:30 p.m. Saturday - Sunday Closed	<b>August</b> Monday – Friday 8:30 a.m. to 4:00 p.m. Saturday - Sunday Closed
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<p><b>A \$80 non-refundable testing fee is required for each test. Please fill out the attached Method of Payment Form.</b></p> <p>This is my:    <input type="checkbox"/> First test    or    <input type="checkbox"/> Retest (one retest permitted only)</p>								
<b>SIGNATURE OF STUDENT</b> X				<b>DATE (MM/DD/YY)</b>				

## Method of Payment Form

Student Name \_\_\_\_\_ Nipissing Student ID # \_\_\_\_\_ (if known)

Home Email Address: \_\_\_\_\_

A \$80 non-refundable testing fee is required for each test.

**2019**  
**FSL Proficiency Test**  
**\$80.00**

<p><b><u>Method of Payment</u></b></p> <p><b>Payment in full by:</b></p> <p><input type="checkbox"/> Visa</p> <p><input type="checkbox"/> MasterCard</p> <p><input type="checkbox"/> *Cheque or Money Order          (payable to "Nipissing University")</p>	<p><b><u>Credit Card Information</u></b></p> <p>Name on Credit Card _____</p> <p>Cardholder Signature _____</p> <p>Credit Card Expiry Date    Month _____    Year _____</p> <p>Credit Card Number</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> </tr> </table>										

**Please Note:**  
 ♦ This form is considered to be your written authorization for the payment transaction. Verbal authorization will NOT be accepted.

*Declaration:* I hereby certify that all statements on this form are correct and complete. I also certify that I understand and agree to all terms and conditions as listed above.

**X** \_\_\_\_\_  
 Signature of Student

\_\_\_\_\_  
 Date

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## FSL Proficiency Test Proctor Confirmation

This confirmation is required by Nipissing University in order for the candidate identified below to complete the French Language Proficiency Test required for admission to the Additional Qualification Course, French as a Second Language, Part I.

To the Office of the Registrar,

I have agreed to serve as exam proctor for the candidate, \_\_\_\_\_, as he/she completes the French Proficiency Test delivered via the Blackboard CE LMS platform. I understand that the proctor's duties are to ensure the candidate completes all portions of the test within a continuous time frame of **no more than 120 minutes** and to ensure that no references or resources (other than the accent code information sheet provided by Nipissing and blank paper) are used during the testing session. I agree to be contacted at a later date by the university to verify my presence throughout the testing process.

Please forward this form, signed below, to acknowledge that you are aware of the requirements for acting as proctor.

Proctor Name (Please Print): \_\_\_\_\_

Title: \_\_\_\_\_ OCT Number: \_\_\_\_\_

Relationship to Candidate: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Test Location: \_\_\_\_\_ Test Date: \_\_\_\_\_

Proctor Signature: \_\_\_\_\_

**\*\*Acceptable Proctors may be a Principal, Vice-Principal, Department Head, certified teacher or university faculty member. Proctors may not be a family member.**

**Fax or email this form directly to the Office of the Registrar at  
1-705-495-1772 (fax) or  
[registrar@nipissingu.ca](mailto:registrar@nipissingu.ca)**

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Office of the Registrar • 100 College Dr., P.O. Box 5002 • North Bay, Ontario P1B 8L7  
• Tel: 705-474-3461 ext. 4600 • Fax: 705-495-1772 • [www.nipissingu.ca/aq/](http://www.nipissingu.ca/aq/) • E-mail: [registrar@nipissingu.ca](mailto:registrar@nipissingu.ca)