

Spanish Language Proficiency Test

Registration Package

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

All candidates for the International Languages (Spanish), Part I course must successfully complete a Spanish language proficiency test as an entrance requirement. The test ensures that candidates possess a competency in Spanish and includes listening, speaking, reading and writing sections. There will be no exemptions to the test.

Description of the Spanish Language Proficiency Test

Written Component:

- **LISTENING:** candidates will listen to two audio clips and answer multiple choice questions to demonstrate comprehension
- **READING:** candidates will read short passages and answer multiple choice questions to demonstrate comprehension
- **WRITING:** candidates will write a text (e.g., a report, a letter, a memo, etc.) based on one or more themes provided.

Oral Component:

- **SPEAKING:** candidates will describe what they see in a series of images presented on the computer; this will be done 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 International Languages (Spanish) Part I course immediately, their test results will be valid for one calendar year. **Students cannot be retested in 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 Spanish 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 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 and blank paper) 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.**

Testing Accommodation for Spanish Language Proficiency Test

If required, students with diagnosed disabilities may request relevant academic accommodation for the Spanish 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

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 www.nipissingu.ca/aq) then click on "Spanish Language Proficiency Test – About Test) and blank paper are the only resources 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". 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. It is encouraged that you explore the demonstration in advance 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. All other testing related questions should be directed to the In-Service Education Department between 8:30 a.m. and 4:00 p.m. at 1-705-474-3450 ext. 4217 or 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 online 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 International Languages (Spanish), Part I course immediately their test results will be valid for one calendar year.

Spanish Language Proficiency Test Registration Form For Certified Teachers						
NIPISSING STUDENT ID NUMBER (if known)		OCT REGISTRATION NUMBER - *Mandatory	SOCIAL INSURANCE NUMBER			
SURNAME	FIRST NAME	MIDDLE NAME	FORMER SURNAME			
HOME EMAIL - *Mandatory		GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	DATE OF BIRTH (MM/DD/YY) - *Mandatory			
MAILING ADDRESS						
CITY		POSTAL CODE	<input type="checkbox"/> New Nipissing Student, or <input type="checkbox"/> Continuing Nipissing Student			
HOME PHONE ()	CELL PHONE (if applicable) ()	WORK PHONE (if applicable) ()				
<u>ON-LINE Spanish Proficiency Test (Blackboard)</u>						
<p>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.</p> <p>Candidates must register for the test no later than 5 days prior to attempting the test. No Exceptions.</p>						
<p>ON-LINE Spanish Proficiency Test Testing Periods (select one testing period):</p> <p><input type="checkbox"/> February 19 – March 1, 2019 <input type="checkbox"/> March 18 – March 29, 2019</p> <p><input type="checkbox"/> April 23 – May 3, 2019 (Last testing period for Spring/Summer 2019 online course)</p>						
<p>Technical Support to resolve login/password issues can be reached at 705-474-3450 ext. 4342 during the following hours of operation:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <p>September – April 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)</p> </td> <td style="width: 33%; vertical-align: top;"> <p>May -July Monday – Thursday 8:30 a.m. to 7:30 p.m. Friday 8:30 a.m. – 5:30 p.m. Saturday - Sunday Closed</p> </td> <td style="width: 33%; vertical-align: top;"> <p>August Monday – Friday 8:30 a.m. to 4:00 p.m. Saturday - Sunday Closed</p> </td> </tr> </table> <p>***All other testing related questions/issues should be directed to the In-Service Education Department at 705-474-3450 ext. 4217 or at inservice@nipissingu.ca.</p>				<p>September – April 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)</p>	<p>May -July Monday – Thursday 8:30 a.m. to 7:30 p.m. Friday 8:30 a.m. – 5:30 p.m. Saturday - Sunday Closed</p>	<p>August Monday – Friday 8:30 a.m. to 4:00 p.m. Saturday - Sunday Closed</p>
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<p>A \$80 <u>non-refundable</u> testing fee is required for each test. Please fill out the attached Method of Payment Form.</p> <p>This is my: <input type="checkbox"/> First test or <input type="checkbox"/> Retest (one retest permitted only)</p>						
SIGNATURE OF STUDENT X		DATE (MM/DD/YY)				

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
Spanish Proficiency Test
\$80.00

<p><u>Method of Payment</u></p> <p>Payment in full by:</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><u>Credit Card Information</u></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

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.



*Spanish Proficiency Test
Proctor Confirmation*

This confirmation is required by Nipissing University in order for the candidate identified below to complete the Spanish Language Proficiency Test required for admission to the Additional Qualification Course, International Languages (Spanish), Part I.

To the Office of the Registrar,

I have agreed to serve as exam proctor for the candidate, _____, as he/she completes the Spanish Language 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 (if applicable): _____

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**

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. If you have any questions regarding the collection, use and disclosure of this information by the University, please contact the Registrar's Office, Nipissing University, Box 5002, North Bay ON P1B 8L7, (705) 474-3461, ext. 4521.

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/ • E-mail: registrar@nipissingu.ca