

## FOREIGN LANGUAGE PLACEMENT TESTS POLICIES AND PROCEDURES

### 1. Who is required to take the placement test?

All incoming students who have completed 2 years of a foreign language in high school must complete a placement test prior to attending Advising & Registration Day. Students are to take the placement test before seeing an advisor and registering for courses. Advisors must check in Banner to find their advisee's placement. Students are STRONGLY advised to start taking their foreign language coursework ASAP.

### 2. Who DOES NOT have to take the placement test?

Students with no prior experience: Begin your coursework in the first semester of the language.

If the student is transferring foreign language credit from another university, s/he is not required to take the test since placement in a foreign language course for transfer students depends upon the evaluation of transfer credit by the Office of Admissions. Students with transfer credit (whether from another university or in-state Dual Credit) should enroll in the next level according to the sequence of courses.

### 3. What is the foreign language placement test?

A one-hour placement test offered to IPFW students free of charge. The test results offer accurate course placement for those students possessing prior knowledge (through high school coursework or personal experience) of a foreign language. The test results are valid for one (1) year. The test can be taken only twice, but students must wait 24 hours between the two testing sessions. Students will not be able to register in courses below their proficiency as assessed by the placement test, unless they contact the chair of International Language and Culture Studies (ILCS) and provide a valid reason.

### 4. What languages offer the placement test?

French, German, and Spanish.

The coordinators of Arabic and Japanese administer their language placement test. Please make an appointment by calling 260-481-6836.

### 5. What should students expect when they test?

Tests are administered by computer, and assess grammar, listening, and reading comprehension.

### 6. How do students make an appointment?

Contact Testing Services (tel. 260-481-6600, located in KT 232) to set an appointment for your placement test prior to registering for your courses. Bring photo ID. Please see website for semester testing dates and times and other pertinent information:

<http://www.ipfw.edu/offices/testing/foreign/>

**7. How do students receive credit for testing out of courses?**

The placement test does not grant credits. In order to apply for back credits in a foreign language, the student has to enroll in a next level credit-granting foreign language course at IPFW and pass the class with a C- or above.

**8. If a student places above 111, can they take the course Pass/Fail and receive back credit?**

No.

**9. Can the student retake the placement test after taking a language course at IPFW?**

Yes. But remember, you can only take the test twice during your undergraduate career.

**10. Should a student start a foreign language right away after being admitted to IPFW?**

If you are taking a language course to meet the language requirement, it is advisable to get started as soon as possible. The best advice is to complete the language requirement without delay.

**11. Why start early?**

Students start their language requirement early in their freshman year; find it easier to stay on track for graduation when they complete their required courses in the first two years of college. Completing early also increases your opportunities to take advantage of study abroad opportunities. Many students report regret not taking language earlier once they realize they enjoy it, and how much benefits them in their major and in professional goals.

**\*Special Note:**

**Spanish students placing into S-112 should register for S-113.**

**FOR FURTHER INFORMATION, PLEASE CONTACT Julia Smith , ([smithj@ipfw.edu](mailto:smithj@ipfw.edu)) Office of International and Language Studies Liberal Arts Building LA-267 260-481-6836 or our website <http://www.ipfw.edu/ilcs/>**