

## Foreign Language Proficiency Exam Instructions

1. Let CASA know that you are interested in arranging a proficiency exam. We will explain the requirements, ask you to fill out a foreign language proficiency contact form and give you the contact information for an instructor who can assess your language proficiency.
2. Contact the instructor or instructors (if CASA gives you more than one person to contact) to request their help. You can use the sample letter from CASA to get started! Many of these instructors have worked with us before, so they may have an idea of what you need. Ask what type of exam they prefer to give—telephone conversation, a reading and/or writing exam or both. Be sure to ask if there is a fee, and if so, make payment arrangements. Ask the instructor for the best time to take the assessment. Let them know you must also arrange the exam during CASA business hours (Mon-Fri, 8am-5pm).
3. Contact CASA to set up an appointment to take the exam. You must arrange it at least 3 business days before you want to take the exam.
4. On the day of your appointment, come into CASA. Make sure to bring ID with you, and if you are having a phone conversation exam, your cell phone. You must use your phone for the exam. A staff member in CASA will have you sign in, check your ID, and if you are having your exam over the phone, verify the identity of the person administering the exam and give you a private room in which take your exam. When you are finished, let CASA know. They will collect any reading or writing exam materials and send them off to the instructor for assessment.
5. CASA will contact you as soon as we get the results of the exam. If you passed, you will have completed your foreign language requirement! We will also forward the results to the appropriate person in the registrar's office so your degree evaluation can be updated. If you did not pass, CASA will let you know what you need to do next. After you hear about your results, wait about a week and check your degree evaluation to make sure it has been updated to show your foreign language requirement has been completed! If at least a week has passed and it has not been updated, let CASA know and we will check on it.

\* Please feel free to contact CASA with any questions or concerns! You can reach us at 336 334 4361 or [casa@uncg.edu](mailto:casa@uncg.edu)