

# Chinese, Italian and Japanese Placement & Proficiency Exams

UC Davis Language Center

**ATTENTION:** Read this document carefully and keep it open during your test if necessary.

- Please note that only a **proctored exam** serves the purposes of **BOTH placement & fulfillment** of the foreign language requirement. A non-proctored exam is good **ONLY** for placement (course enrollment).
- **There is a limit on how many times a student can take the same test** (e.g., Chinese once every two years, Japanese once every year).

## I. Prerequisites for the Exams

1. Read the PDF Guide carefully and to the end. Follow the directions exactly.
2. Be sure you have a reliable and fast internet connection.
3. Have your UC Davis account (fully) enabled.
4. **DO NOT** use the **Back** or **Reload** button in your browser after a test starts.

## II. Read the Information and Guides

1. Go the [DLC website](https://ucdlc.ucdavis.edu) (https://ucdlc.ucdavis.edu).
2. Click on the **Proficiency Exams** (Satisfying Requirement) **OR** **Placement Exams** (Enrolling in a Course) tile button/box.
3. Scroll down to **Chinese, Italian** or **Japanese**.
4. Open the **PDF** guide to the left.

## III. Access the Chinese, Italian and Japanese Tests

1. **Make sure that you can log in** to [myadmissions](#), [mydegree](#) or [Canvas](#). If not, contact UCD IT. After that, try the Trouble-Shooting below. **It is better to clear cache in your browser before proceeding.**
2. **Please use this link** <https://ucdlc.ucdavis.edu/internal-foreign-language-exams>  
**(Important:** Don't use the Login button on the DLC Website unless you try to access multimedia course materials, e.g., **GENKI 2**).

*Another way to find the link to the tests is at the UC Davis Language Center web site (<http://ucdlc.ucdavis.edu>) and click **Proficiency Exams**. You can also find the link under the **STUDENTS (> Proficiency Exams)** tab. Click on the link under Chinese, Italian or Japanese in the left column.*

3. In the UC Davis Central Authentication System (CAS) window, enter your username without ~~@ucdavis.edu~~ and passphrase and click **LOGIN**.

### **Trouble-Shooting (Read Carefully):**

1. **Ensure Your Login and Password Are Correct:** Try a different browser on your device using the same ID and password for [myadmissions](#), [mydegree](#) or **UC Davis Canvas**.
2. **Ensure your link is:** <https://ucdlc.ucdavis.edu/internal-foreign-language-exams>
3. **Clear Site Data in Your Browsers:** Clear data (i.e., **caches not just histories**, login IDs, passwords, etc.) from your browser's Options/Preferences/Settings/top-right 3 bars > Privacy & Security, **quit** (not just close) the browser (*Mac User: Chrome/Firefox/Safari > Quit*), and restart the browser to give it a try.
4. **Clear All Data All Time from a Browser and Restart Your Device:** Clear all data from all time and restart your device and try again.

#### IV. Run the Test Applications on Your Computer

- Click on the **CHINESE, ITALIAN** or **JAPANESE** text link.
- If you want to increase or decrease your window or font size, go under Zoom to Zoom In or Out in your browser (**ZOOM IN: CTRL\_+ / Command\_+** or **ZOOM OUT: CTRL\_- / Command\_-**).

**IMPORTANT:** *DO NOT use your browser's Back/Reload button from now until the end of the exam.*

- Click on the **Next** button (→) on the lower right side of the page to begin the test.
- Carefully read the contents and instructions before proceeding.

**Reminder:** *If you want to satisfy the UC Davis foreign language requirement, you must be proctored online or at the UC Davis Language Center in Olson Hall. A proctored exam is good for **BOTH** the fulfillment of the language requirement and placement (course enrollment). A non-proctored exam is **ONLY** good for placement into a course.*

- Next click on **Agree & Proceed** or **Disagree & Exit**.

#### V. Enter Your Language Background Information

- Fill in your **First Name, Last Name, Student ID number,** and **UCD email** correctly to match your UCD OASIS profile information.
- Please answer all questions to the best of your ability. Don't skip any button or text box if applicable (e.g., if one answer/choice has a button and a text input box or more boxes).

#### VI. Answer Each of the Questions

**Suggestion:** *If you are going to take a course, do not guess if you don't know the answer. You may be placed into a higher level if you guess some items correctly.*

- If you are using headphones for the Chinese and Japanese listening portions of the test, be sure that the headphones are functioning properly and audio volume is right.
- **Carefully read the instructions** and contents, and click within the highlighted area of an answer line.
- Chinese test items have simplified and traditional characters on the same page.
- For a listening question, there is instruction on how many times the audio can be played. Click on the **Play** button (a triangle arrow pointing to the right) and listen to the end. When ready, choose the best answer.
- Continue to answer the questions until you reach the bottom of the page.

**Note:** *The questions may automatically advance. However, if a question is in the middle of the window, it may not scroll up. Therefore, you will have to manually scroll down for the next question and look for the **Next** button (→) on the page.*

**Important:** *Only the Italian Exam allows you to go back to the previous session. Therefore, for Chinese and Japanese exams, you should check your answers carefully before clicking the **Next** (→) button.*

- Click the **Next** button in the lower-right corner of the page if you are ready to continue.

#### VII. Complete the Computer Part and Required Oral Assessment

- Make an appointment for your oral assessment for the Italian or the Japanese test.
- Give a screenshot report to the Italian or Japanese language coordinators during your oral assessment.

- Chinese students should bring the screenshot printout to their instructors at the beginning of classroom instruction.

#### **VIII. Take a Screenshot of the Report Page at the End**

- Ask your proctor to take a screenshot if you are proctored at the Davis Language Center.
- Otherwise, you should take a screenshot and send a copy to [ucdlc@ucdavis.edu](mailto:ucdlc@ucdavis.edu) as an attachment file (i.e., not embedded in the message body).

*For Italian and Japanese **zoom the page out while keeping the text clear before taking the screenshot in order to fit the content on a single page. You should break the Chinese Report into **TWO screenshots since there is large amount of information.*****

#### **IX. Check Your Email and Finish the Exam**

- Check your email and find a text version report in your Inbox and/or Junk Mailbox.
- Quit your browser.

#### **Additional Note:**

- *The DLC will enter your results into the online placement exam database.*
- *DLC student assistants cannot give interpretation, explanation, and/or advice. Please consult the UCD Student Catalog or ask your advisors.*