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. **Access the Chinese, Italian and Japanese Tests**
   - Please use this link [https://ucdlc.ucdavis.edu/internal-foreign-language-exams](https://ucdlc.ucdavis.edu/internal-foreign-language-exams).
   - 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.
   - Click the **UC Davis Login In** button and enter your Username and Passphrase for UCDCAS.
   - **Note:** You may be able to see PDF Instructions relinked here.

III. **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.

IV. **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).
V. **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.

VI. **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.

VII. **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** 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.**

VIII. **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.**