

Chinese, Italian, Japanese and ME/SA 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 and 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, etc.).**

I. Prerequisites for the Exams

1. Watch the instructional video to the end or read the related PDF Guide(s).
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 begins.

II. Read the Information Guides

1. GO to the DLC Website (<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, Japanese or ME/SA.
4. Open the PDF guide to the left.

III. Access the Chinese, Italian, Japanese and ME/SA Tests

- Please use this link <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 (> Placement or Proficiency Exams)** tab. Click on the link under Chinese, Italian, Japanese and ME/SA in the left column.
- Click the **UC Davis Login In** button and enter your **Username** and **Passphrase** for UCD CAS.
- **Note:** You may be able to see PDF Instructions and Video Tutorial here.

IV. Run the Test Applications on Your Computer

- Click on the **Chinese, Italian, Japanese** or one of the **ME/SA languages** text links.
- If you want to increase or decrease your window or font size, go under **Zoom > Zoom In** or **Zoom Out** in your browser. **Larger/Zoom In:** **CTRL_+** (Windows) or **Command_+** (Apple), **Smaller/Zoom Out:** **CTRL_-** (Windows), or **Command_-** (Apple).
- **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 or left side of the page to begin the test.
- Carefully read the contents and instructions before proceeding.
- **PLEASE NOTE:** 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.
- 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

- **Important:** 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, Japanese or a ME/SA language 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.
- **Important:** Only the Italian Exam allows you to go back to the previous session. Therefore, for Chinese, Japanese and ME/SA 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 ready.

VII. Complete the Computer Part and Required Oral Assessment

- Make an appointment for your oral (and writing) assessment for the Italian, Japanese or ME/SA test.
- Give a screenshot report to the Italian, Japanese or ME/SA 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 as an attachment file (i.e., not embedded in the message body).
IMPORTANT: zoom the page out while keeping the text clear before taking the screenshot in order to fit the content in a single page. You should break the Chinese Report into two screenshots since there is large amount of information.
- You can check your email to see a text version of your results.
- The DLC will enter your results into the online placement exam database within a week.

IX. Finish the Exam

- Quit your browser.
- **Note:** DLC student assistants cannot provide interpretation, explanation, and/or advice. Please consult the UCD Student Catalog or ask your advisors.