German Language Proficiency Test

Registration Package

(Registration documents may be submitted after February 3, 2020)

All candidates for the International Languages (German), Part I course must successfully complete a German language proficiency test as an entrance requirement. The test ensures that candidates possess a competency in German and includes listening, speaking, reading and writing sections. There will be no exemptions to the test.

Description of the German Language Proficiency Test

Written Component:

- **LISTENING:** candidates will listen to a variety of short audio clips and answer multiple choice questions to demonstrate comprehension
- **READING:** candidates will read a variety of passages and answer multiple choice questions to demonstrate comprehension
- **WRITING:** candidates will write a text (e.g., a report, a letter, a memo, etc.) based on one of the options provided.

Oral Component:

- **SPEAKING:** candidates will connect with the course instructor/test marker to demonstrate speaking proficiencyiy.

The passing mark is 70% on the oral component and 70% on the written component (combination of all three sections). Candidates who fail the test are allowed to retake the component(s) that they failed once within the year of their first attempt. Please note if a candidate fails the written component, all three sections, LISTENING, READING and WRITING must be retaken. If candidates pass the test but do not enroll in International Languages (German) Part I course immediately, their test results will be valid for one calendar year. **Students cannot be retested in the same testing period as their first attempt. Results will be sent to the email address you have provided.**

Proctor

Not required for testing session April 20 - May 8, 2020 due to Ontario's social distancing rules. Please contact inservice@nipissingu.ca for more details.

The oral portion of the test requires candidates to have access to a phone.

The Registration Form, Method of Payment Form and the Proctor Form must be sent to the Office of the Registrar **no later than 5 business days prior to attempting the test. Forms will not be accepted late.**

PRIVACY: Personal information in connection with this form is collected under the authority of the Nipissing University Act, 1992 for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes. Additionally, personal information may be used by University staff in many offices on a "need to know" basis to identify and contact students who require their services. If you have any questions regarding the collection, use and disclosure of this information by the University, please contact the Finance Office, Nipissing University, Box 5002, North Bay ON P1B 8L7, (705) 474-3461, ext. 4419.

Testing Accommodation for German Language Proficiency Test

If required, students with diagnosed disabilities may request relevant academic accommodation for the German Language Proficiency Test. In order to register for temporary support for this test, please contact Student Accessibility Services (SAS) at Nipissing and be prepared to provide them with one of the following documents (depending on the nature of the disability) which must be completed by a registered health care professional or disability services provider:

- a recent memo of accommodation from your current post-secondary institution;
- a recent psychological/neurological assessment (re learning disabilities, ABI, etc.);
- current medical documentation from a qualified healthcare professional.

Please contact Student Accessibility Services for more information:

Phone: (705) 474-3450 ext. 4362
Email: sas@nipissingu.ca

Online Test Information

Prior to the test, detailed instructions will be emailed to the candidate. The online test is offered through Blackboard and is up to 120 continuous time frame minutes in length. The oral portion of the test requires candidates to have access to a phone.

Technical Requirements

The test can be taken on a Mac or Windows computer system that has speakers. Candidates will also need telephone access for the speaking portion of the test**. It is recommended that candidates test their login credentials on the system they expect to use prior to their test date.**

Candidates registered for the online test are enrolled in the "LANG-DEMO". It is not a demo to practice your skill level. This is actually a course set up in Blackboard which allows you to determine if the system you plan to use can interact successfully with the various portions of the online proficiency test. Prior to the test, please explore this demo to ensure that you can hear the audio, interact with a quiz and insert accents. It is encouraged that you explore the demonstration in advance to reduce stress and problems prior to the testing period. You may test any portion of the demo as many times as you wish. Please forward any technology-related (login/password) questions/issues to the Technology Services Office at 1-705-474-3450 x. 4342 or techsrv@nipissingu.ca. All other testing related questions should be directed to the In-Service Education Department between 8:30 a.m. and 4:00 p.m. at 1-705-474-3450 ext. 4217 or inservce@nipissingu.ca.

After Registration

Once you have paid for the test you will receive an email message confirming you are scheduled for the online test along with directions on how to login and when the test will become available.

Test Results

Test results will be sent to the candidate's email address once results are provided to the Registrar's Office. Candidates will receive a (%) mark for the oral component and a (%) mark for the written component (combination of all three sections) with the break-down mark for Listening, Reading and Writing sections. We will not provide any specific details of the test results as this may compromise the integrity of our test.

The passing mark is 70% on the oral component and 70% on the written component (combination of all three sections). Candidates who fail the test are allowed to retake the component(s) that they failed once within the year of their first attempt. Please note if a candidate fails the written component, all three sections, LISTENING, READING and WRITING must be retaken. If candidates pass the test but do not enroll in International Languages (German), Part I course immediately their test results will be valid for one calendar year.

PRIVACY: Personal information in connection with this form is collected under the authority of the Nipissing University Act, 1992 for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes. Additionally, personal information may be used by University staff in many offices on a "need to know" basis to identify and contact students who require their services. If you have any questions regarding the collection, use and disclosure of this information by the University, please contact the Finance Office, Nipissing University, Box 5002, North Bay ON P1B 8L7, (705) 474-3461, ext. 4419.

German Language Proficiency Test Registration Form
For Certified Teachers

NIPISSING STUDENT ID NUMBER (if known)	OCT REGISTRATION NUMBER - *Mandatory	SOCIAL INSURANCE NUMBER

SURNAME	FIRST NAME	MIDDLE NAME	FORMER SURNAME

HOME EMAIL - *Mandatory	GENDER	DATE OF BIRTH (MM/DD/YY) - *Mandatory
	✈ Male ✈ Female	

MAILING ADDRESS	

CITY	POSTAL CODE	
		✈ New Nipissing Student, or ✈ Continuing Nipissing Student

HOME PHONE	CELL PHONE (if applicable)	WORK PHONE (if applicable)
( )	( )	( )

ON-LINE German Proficiency Test (Blackboard)

Students cannot be retested in the same testing period as first attempt. We encourage candidates to attempt the test before the last testing period, in the event that a retest is required.

Candidates must register for the test no later than 5 business days prior to attempting the test. No Exceptions.

ON-LINE German Proficiency Test Testing Periods (select one testing period):

✈ February 18 – February 28, 2020 ✈ March 16 – March 27, 2020

✈ April 20 – May 8, 2020 (Last testing period for Spring/Summer 2020 online course)

Technical Support to resolve login/password issues can be reached at 705-474-3450 ext. 4342 during the following hours of operation:

September – April
Monday – Thursday 8:00 a.m. to 9:30 p.m.
Friday 8:00 a.m. – 5:30 p.m.
Saturday 12:00 p.m. and 5:00 p.m.
(closed Sundays and on holidays)

May -July
Monday – Thursday 8:30 a.m. to 7:30 p.m.
Friday 8:30 a.m. – 5:30 p.m.
Saturday - Sunday Closed

August
Monday – Friday 8:30 a.m. to 4:00 p.m.
Saturday - Sunday Closed

***All other testing related questions/issues should be directed to the In-Service Education Department at 705-474-3450 ext. 4217 or at inservice@nipissingu.ca.

A $80 non-refundable testing fee is required for each test. Please fill out the attached Method of Payment Form.

This is my: ✈ First test or ✈ Retest (one retest permitted only)

SIGNATURE OF STUDENT	DATE (MM/DD/YY)
X	

PRIVACY: Personal information in connection with this form is collected under the authority of the Nipissing University Act, 1992 for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes. Additionally, personal information may be used by University staff in many offices on a "need to know" basis to identify and contact students who require their services. If you have any questions regarding the collection, use and disclosure of this information by the University, please contact the Finance Office, Nipissing University, Box 5002, North Bay ON P1B 8L7, (705) 474-3461, ext. 4419.

NIPISSING UNIVERSITY

Method of Payment Form

Student Name _____ Nipissing Student ID # _____
(if known)

Home Email Address:_____

A $80 non-refundable testing fee is required for each test.

2020
German Proficiency Test
$80.00

Method of Payment	**Credit Card Information**
Payment in full by: ❑ Visa ❑ MasterCard ❑ *Cheque or Money Order **(payable to "Nipissing University")**	Name on Credit Card _____ Cardholder Signature _____ Credit Card Expiry Date Month_____ Year _____ Credit Card Number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Please Note:

- This form is considered to be your written authorization for the payment transaction. Verbal authorization will NOT be accepted.

Declaration: I hereby certify that all statements on this form are correct and complete. I also certify that I understand and agree to all terms and conditions as listed above.

X _____ _____
Signature of Student Date

PRIVACY: Personal information in connection with this form is collected under the authority of the Nipissing University Act, 1992 for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes. Additionally, personal information may be used by University staff in many offices on a "need to know" basis to identify and contact students who require their services. If you have any questions regarding the collection, use and disclosure of this information by the University, please contact the Finance Office, Nipissing University, Box 5002, North Bay ON P1B 8L7, (705) 474-3461, ext. 4419.

German Proficiency Test
Proctor Confirmation

NOT REQUIRED FOR TESTING SESSION APRIL 20 - MAY 8, 2020

To the Office of the Registrar,

I have agreed to serve as exam proctor for the candidate, as he/she completes the German Language Proficiency Test delivered via the Blackboard CE LMS platform. I understand that the proctor's duties are to ensure the candidate completes all portions of the test within a continuous time frame of **no more than 120 minutes** and to ensure that no references or resources (other than the accent code information sheet provided by Nipissing and blank paper) are used during the testing session. I agree to be contacted at a later date by the university to verify my presence throughout the testing process.

Please forward this form, signed below, to acknowledge that you are aware of the requirements for acting as proctor.

Proctor Name (Please Print): _____

Title: _____ OCT Number: _____

Relationship to Candidate: _____

Telephone: _____ E-mail: _____

Test Location: _____ Test Date: _____

Proctor Signature: _____

**Acceptable Proctors may be a Principal, Vice-Principal, Department Head, certified teacher or university faculty member. Proctors may not be a family member.

Fax or email this form directly to the Office of the Registrar at 1-705-495 1772 (fax) or
registrar@nipissingu.ca

PRIVACY: Personal information in connection with this form is collected under the authority of the Nipissing University Act, 1992 for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes. If you have any questions regarding the collection, use and disclosure of this information by the University, please contact the Registrar's Office, Nipissing University, Box 5002, North Bay ON P1B 8L7, (705) 474-3461, ext. 4521.