

Effective Fall 2009, all incoming students to the City Colleges of Chicago seeking an Associate in Arts (AA) degree are required to complete 8 credit hours of a foreign language with a grade of "C" or better, or can "test out" of this requirement by providing evidence of 102-level proficiency in one of the languages offered by the City Colleges of Chicago.

As a result, beginning February 1, 2011, the City Colleges of Chicago will start offering CLEP and ACTFL exams at each of the seven colleges.

A student may earn college credit by successfully completing CLEP examinations in French or Spanish or by successfully completing an ACTFL written proficiency exam in Italian, Arabic, Polish, Chinese, or Japanese.

What is the CLEP Exam?

The CLEP foreign language examinations are designed to measure knowledge and ability equivalent to that of students who have completed two to four semesters of college foreign language study. The exam focuses on skills typically achieved from the end of the first year through the second year of college study; material taught during both years is incorporated into a single exam.

The CLEP examination contains 120 questions for Spanish and 121 questions for French to be answered in approximately 90 minutes. Some of these are pretest questions that will not be scored. There are three separately timed sections. The three sections are weighted so that each question contributes equally to the total score. Any time candidates spend on tutorials or providing personal information is in addition to the actual testing time.

The CLEP examination also contains two Listening sections and one Reading section. Each section has its own timing requirements.

The College-Level Examination Program (CLEP) gives students the opportunity to receive credit for knowledge previously acquired by earning qualifying scores on any of thirty-four examinations. Students can earn credit for knowledge they have acquired through independent study, prior course work, on the job training, professional development, cultural pursuits, or internships. Students who wish to take general proficiency exams can do so by completing the General Exam Application:

http://www.ccc.edu/files/CLEP_General_Exam_Application.pdf

For more information about CLEP go to:

<http://www.collegeboard.com/student/testing/clep/exams.html>

What is the ACTFL®?

The ACTFL® offers language proficiency exams that are the product of more than 50 years of research, development, and application. Recommended for college credit by the American Council on Education (ACE), ACTFL®'s commitment to the development of guidelines, research, and testing best practices has resulted in the emergence of ACTFL® ratings as the international standard measure of language proficiency in the U.S.

The ACTFL® WPT is an 80 minute evaluation of functional writing ability, designed to measure how well a person spontaneously writes in a language in response to real life situations. The test taker is presented with writing situations that allow for demonstration of a range of proficiency levels. Writing samples are compared with criteria. These can be found by reviewing the **ACTFL Proficiency Guidelines for Writing** or by going to https://www.languagetesting.com/actfl_guidelines_select.html. All writing examinations are rated by ACTFL® Certified Writing Proficiency Raters and are delivered over the internet or through pen and paper-based booklet tests. The WPT evaluates across the full range of proficiency, from Novice through Superior.

Note: *The WPT examinations in Arabic, Chinese, Japanese, Italian and Polish languages are only available in paper and pencil format.*

What foreign languages does CCC offer?

Table 1 lists the foreign languages offered by each of the City Colleges of Chicago.

Table 1. Foreign languages offered at the City Colleges of Chicago

Foreign Language	CCC Colleges Offering Foreign Language Courses
Arabic*	All CCC Colleges
Chinese	Harold Washington College Malcolm X College
French	All CCC Colleges
Italian	Harold Washington College Wright College Daley College
Japanese	Harold Washington College
Latin	Kennedy-King College Truman College
Polish	Wright College
Spanish	All CCC Colleges

How can I demonstrate that I am proficient in a language offered at CCC?

A student has two options to demonstrate proficiency in a foreign language at CCC.

First, a student can successfully complete two CCC courses in the same foreign language (e.g., Spanish 101 and Spanish 102 or Arabic 101 and Arabic 102) in order to meet the CCC foreign language requirement. A student who successfully passes a 101 and 102 foreign language course (in the same language) will have met the CCC foreign language requirement for the Associate of Arts degree.

OR

Second, a student has the option of taking one of two proficiency exams at the CCC Testing Center: College-Level Examination Program® (CLEP) exam or American Council on the Teaching of Foreign Language (ACTFL®) exam. A student who takes and successfully passes either the CLEP or the ACTFL® exam will have met the CCC foreign language requirement for the Associate of Arts degree.

A student must demonstrate at least a 102 proficiency level on either the CLEP or the ACTFL® exam.

Both the CLEP and the ACTFL® exams are proctored at each of the City Colleges of Chicago Testing Centers.

Although CLEP offers 34 subject exams, the only two foreign language exams students can take are offers testing in French and Spanish.

Although ACTFL® offers proficiency tests in several languages the only five foreign language exams students can take are the ACTFL® Writing Proficiency Test (WPT) in: Arabic, Mandarin (Chinese), Italian, Japanese, Polish.

Note: CCC does not offer a proficiency exam in *Latin* for either the CLEP or the ACTFL®.

What if I am proficient in a language that CCC does not offer?

You are still required to meet the foreign language requirement by enrolling in 8 credits of a foreign language course offered by CCC or by demonstrating proficiency in a language offered by CCC and for which a proficiency test exists in order to graduate with the Associate of Arts degree..

ACTFL and CLEP Testing PROCEDURES

<i>ACTFL-Is a written proficiency exam</i>	<i>CLEP-Is a computer based proficiency exam</i>
<i>Contact testing coordinator and or visit one of the CCC testing centers to learn about the testing times.</i>	<i>Contact testing coordinator and or visit one of the CCC testing centers to learn about the testing times.</i>
<i>A student must complete an online ACTFL Language Testing application or download the application from the CCC website and indicate their available times for testing.</i> <i>Available times must be coordinated with a campus test proctor. (It is recommended that students take the exam two weeks after the application is received).</i>	<i>A student must pick up an application from a campus testing center or download it from the CCC website. Students should complete the testing application and indicate their available times for testing.</i> <i>Available times must be coordinated with a campus test proctor.</i>
<i>A student pays \$65 by credit card or by money order to LTI when completing the application.</i>	<i>If a student is paying by credit card, the student must pay online the day of the test on the CLEP website.</i> <i>If a student is paying by money order, a student must bring the money order payable to CLEP for \$77 to the Business Office and obtain a receipt before taking the CLEP test.</i>
<i>A student must also pay an additional \$30 registration fee to City Colleges of Chicago at the Business Office (Acceptable forms of payment: Money Order Only).</i>	<i>A student must also pay an additional \$30 registration fee to City Colleges of Chicago at the Business Office (Acceptable forms of payment: Money Order Only).</i>
<i>The student and the test proctor will receive an e-mail from ACTFL Language Testing to confirm date, time, and location of the test.</i>	<i>The student will receive an email from the CCC test proctor to confirm date, time, and location of the test.</i>
<i>On the day of the test, a student must bring a receipt to the CCC testing office to verify testing application and registration payments along with two forms of official government issued photo identification with signature.</i>	<i>On the day of the test, a student must bring a receipt to the CCC testing office to verify testing application and registration payments along with two forms of official government issued photo identification with signature.</i>

<p><i>If a student is unable to keep his/her test date appointment, he/she must call the testing office to re-schedule, or he/she will be charged another \$30 registration fee. (After 3 re-schedules, a student must pay a new fee).</i></p> <p><i>To reschedule the ACTFL test, you must do so at least one business day in advance of the above date by e-mail to admin@languageTesting.com and advise us of new dates.</i></p> <p><i>The CCC registration fee is non-refundable. If you must cancel the ACTFL application without giving 24 hours notice, you will be charged a fee of \$55.00. The balance of the payment will be refunded to the student.</i></p>	<p><i>If a student is unable to keep his/her test date appointment, he/she must call the testing office to re-schedule, or he/she will be charged another \$30 registration fee. (After 3 re-schedules, a student must pay a new fee).</i></p> <p><i>The CCC registration fee is non-refundable.</i></p>
<p><i>Students and test coordinators should allow up to four weeks from the date of the test for your ACTFL results. ACTFL will send an electronic file to CCC once a month.</i></p>	<p><i>Unofficial score is immediately available after completing the exam. Official test scores will be sent to the college (Registrar's Office) and the student 3 weeks from the date of the exam.</i></p>
<p><i>Automatic upload of test scores to PeopleSoft will occur within four to six weeks from the date of the test.</i></p>	<p><i>Upon receipt of the official CLEP Test results, the Registrar will enter scores in PeopleSoft within two business days.</i></p>
<p><i>Student should meet with a college advisor to discuss academic and career goals.</i></p>	<p><i>Student should meet with a college advisor to discuss academic and career goals.</i></p>

Will I earn credit if I take the CLEP or ACTFL® exam?

Yes. A CCC student can receive college credit after successfully passing either the CLEP or the ACTFL® exam. The credits may count for transfer but will not be counted in the calculation of the student's CCC grade point average (GPA). However, CCC will count these credits toward the Associate of Arts degree upon the student's graduation.

While most universities and colleges accept credits from successful scores on the CLEP and ratings for the ACTFL®, every institution of higher education has its own transfer policy. It is the student's responsibility to confirm whether CLEP or ACTFL® credits are accepted at the university or college of her/his choice.

What college credit could I possibly earn by successfully passing the ACTFL® or CLEP exam?

Table 2. Earned CCC College Credits based on ACTFL Proficiency Levels

ACTFL Writing Language Proficiency Test	CCC Equivalent Course	Credit Hours	Proficiency Level
Arabic	101	4	Novice Low
Arabic	102	8	Novice Mid
Italian	101	4	Novice High
Italian	102	8	Intermed Low
Japanese	101	4	Novice Low
Japanese	102	8	Novice Mid
Mandarin (Chinese)	101	4	Novice Low
Mandarin (Chinese)	102	8	Novice Mid
Polish	101	4	Novice Mid
Polish	102	8	Novice High
Polish	103	12	Intermed Low
Polish	104	16	Intermed Mid
<i>**Students who score higher than the proficiency level listed above will only receive the maximum credits for that language.</i>			

Table 3. Earned CLEP College Credit Based on Exam Level

Subject Exam	CCC Equivalent Courses	Credits
French Language Level 1	French 101 & 102	8
French Language Level 2	French 101, 102, 103, & 104	16
Spanish Language Level 1	Spanish 101 & 102	8
Spanish Language Level 2	Spanish 101, 102, 103, & 104	16

What score must I achieve in order to meet the CCC Foreign Language Requirement?

A student must demonstrate at least 102 level proficiency on either the CLEP or the ACTFL® exam.

Will this impact my GPA?

Credits earned by taking ACTFL or CLEP exams will not factor into a student's GPA.

If I failed a class or withdrew from CCC, can I still take ACTFL or CLEP exams?

A student who received a failing grade, NSW, or WTH, or ADW is eligible to take CLEP or ACTFL. Students are allowed to take the same examination only once within a six month period for CLEP and three months for ACTFL.

If I enrolled at CCC prior to Fall 2009, do I still need to fulfill the foreign language requirement?

Effective Fall 2009, you are required to fulfill the foreign language requirement. Prior to Fall 2009, a student continuously enrolled is not required to fulfill the foreign language requirement.

When is the best time to take the proficiency exam?

For students who are nearing graduation, it is recommended they take CLEP or ACTFL no later than the midterm prior to the term of their graduation. For example, a student should apply by the first week of October for their results to apply for Spring graduation.

How can I prepare for ACTFL/CLEP?

Students can prepare for ACTFL by visiting the following website:

<http://languagetesting.com/download/WPTFAQs.pdf>

For CLEP, students can visit the College Board Website:

<http://www.collegeboard.com/student/testing/clep/prep.html>

What are the acceptable forms of identification to take ACTFL/CLEP?

CLEP & ACTFL mandates that testers present two forms of identification. The primary form must be a government-issued photo ID with signature, such as a passport, state-issued driver's license, state-issued ID card, tribal ID, naturalization card, or certificate of citizenship. The secondary form of ID must have a

photo or signature such as a Social Security card, student ID, credit card, or employee ID. If you fail to present appropriate ID, you will not be tested.

What if I earned credit for a foreign language from a regionally accredited college or university?

Students who have earned credit from a regionally accredited institution of higher education for a foreign language not offered by CCC are required to meet the CCC foreign language requirement. A student can either enroll in 8 credits of a CCC foreign language course or demonstrate proficiency in a language offered by CCC **and** for which a proficiency exam exists.

If a student is able to provide documentation for earning 8 credits from another college or university in a foreign language offered by CCC, that credit may be transferred in order to fulfill the CCC foreign language requirement.

Students who took the ACTFL Written Proficiency Exam at an accredited college or university are allowed to use their test scores as long as they have taken the test within the last two years prior to enrolling at City Colleges of Chicago.

Can I transfer foreign language coursework from CCC to other colleges or universities as electives or General Education requirements?

Yes. All 101, 102, and 103 language courses at CCC can transfer as electives. A 104-level course can transfer as a IAI approved General Education course.

What if I have already taken four years of a foreign language in high school?

In order to earn the 8 credit hours in foreign language, a student must demonstrate proficiency in a minimum of one of the languages offered by the CCC. Four years of a foreign language in high school **will not** count toward the fulfillment of the CCC foreign language requirement.

What is the benefit of CCC using CLEP or ACTFL® Proficiency Exams?

CLEP

Depending on the CLEP policy of the transfer college or university, a satisfactory score on a CLEP exam can earn students from 3 to 12 college credits. The CLEP can help students demonstrate their proficiency in a foreign language.

ACTFL

The ACTFL® proficiency exam is holistic, which means it measures language proficiency regardless of where or how it is gained. In addition to measuring language proficiency acquired through traditional academic environments, ACTFL®'s WPT recognizes writing competencies gained outside of traditional academic settings.

The ACTFL® exam has been favorably reviewed by the American Council on Education (ACE) College Credit Recommendation Service. Students who have language proficiency in any of the

seven languages offered by CCC may have the opportunity to be awarded college credit for that competency, whether they learned the language in a classroom or a non-classroom setting.

How much does it cost to take the CLEP or ACTFL® exam?

The CLEP is available for a total cost of \$107, which includes a \$77 exam fee and a \$30 registration fee for each exam.

The ACTFL®'s WPT is available at a total cost of \$95, which includes a \$65 exam fee and \$30 registration fee for each exam.

Can I take the same exam more than once?

Yes, but for CLEP, you must wait six months and for ACTFL, you must wait three months.

How long are the ACTFL & CLEP scores valid?

ACTFL Writing Proficiency and CLEP are valid two years from the date of last examination.

Are there test accommodations available?

Yes. Students who require testing accommodations must contact the Disability Access Center and Testing Coordinator to ensure that reasonable accommodations are made prior to the scheduled date of the exam.