



Instructions for Completing Emory & Henry's Foreign Language Placement Examination

If you would like to try to test into a higher-level foreign language class instead of beginning with the entry-level course, you should take the online foreign language placement test. This is an opportunity for you to be placed in the appropriate language class based on your foreign language knowledge. Please complete the placement test **at least two days** prior to meeting with your advisor to sign up for classes (for most students, you will meet with your advisor at the first Orientation event that you attend).

To take the test from your home computer, please follow these instructions:

- 1) Cut and paste, or copy, the following website address:

<http://webcape.byuhtrsc.org/?accts=ehc>

- 2) The "Emory & Henry College Placement Exam" screen will appear. Type in the password, ehc, and hit Login.
- 3) On the following screen, choose the appropriate language from the pull-down menu and hit Begin.
- 4) To register for the test, type your first name, last name, E&H Identification Number and E&H email address (ID number and email address were contained in the information packet you received from the Admissions Office.) Hit Continue to begin the test.
- 5) Click on the correct answer for each question and hit Submit Answer for each page.
- 6) When you have completed the exam, you will see your score and placement. Print this page and keep it for your records. Hit Finish to submit your results; if you do not hit Finish, your score will not be recorded.
- 7) You may only take the on-line exam one time. If you have any questions or encounter any problems in taking the test, call Associate Dean, Dr. Michael Puglisi, at (276) 944-6144

The results page will identify your initial foreign language placement, either 101 (first semester level), 102 (second semester level), or 201 (third semester level). You must complete at least two consecutive semesters at the introductory level to fulfill the Core Curriculum language proficiency requirement.

-If you place into level 101, you will take two semesters.

-If you place into level 102, you are required to take only one semester.

-If you place into level 201, and you plan to pursue language study beyond the introductory level, you will start with that class. If you place into 201, and only wish to fulfill the Core Curriculum requirement for all students, you will meet with the appropriate foreign language faculty member at the start of the Fall semester to complete a brief exercise assessing the oral and written sections of language proficiency for the language in which you passed the introductory year of comprehension on the placement test.

If you believe that the on-line placement is not accurate, you may meet with the appropriate faculty member in the foreign language department to discuss placement at an alternate level.

If you are transferring in college-level language courses with appropriate credits, you do not need to take the placement exam. The transferred credits will determine your placement and/or your progress toward fulfillment of the foreign language requirement.

If you scored 3 or higher on an appropriate foreign language Advanced Placement test, you do not need to take the placement exam; your score will determine your placement and/or your progress toward fulfillment of the foreign language requirement.

If you have completed four or more years of study in a language other than those offered on the exam and you believe that you possess a level of competency beyond the equivalent of the first year of college study in the language, you may consult with the chairperson of the foreign language department to arrange an appropriate test.

If you are unable to take the placement exam prior to meeting with your academic advisor, consult with your advisor during registration for alternate testing options.

If you have any questions, please contact Associate Dean, Dr. Michael Puglisi, at (276) 944-6144.