For All Students
Students may only request to be proficiency tested in languages they did not study in high school.

*If you are a native speaker of the language that you took in high school, you ARE able to take the proficiency exam in your native language.

- Proficiency exams given in Spanish consist of two parts.
- The 1st part of the exam, the written portion, focusing on reading and writing skills is only given ONCE a semester.
- Students must pass the 1st part of the exam in order to take the 2nd part of the exam, the oral portion, focusing on speaking and listening.
- Students are able to apply for a proficiency exam in a language ONLY ONCE.
- **NO EXCEPTIONS**!!! Students must plan accordingly for graduation purposes.

The following procedure MUST be followed for proficiency testing:

1) **Complete** the attached proficiency exam application no later than the Course Add/Drop/Delete Deadline and **submit** it to the department office, LT-510.

2) **Once** reviewed, an **email** of the scanned application will be sent to the applicant indicating approval or denial.

3) **If** the application indicates approval, it is the **applicant’s responsibility** to **report** to the department office, LT-510, between 10am-2pm, on the date of Course Withdraw Deadline to take the 1st half of the proficiency exam, the written portion, at an INTERMEDIATE level. This is the **ONLY** day that the 1st half of the exam will be given. The written portion should take approximately one hour.

4) **Once** exam is graded, an email of the scanned application with results will be sent to the applicant.
   - **If** the application indicates pass on the 1st half of the exam, it is the **applicant’s responsibility** to **schedule** an appointment for the 2nd half of the exam, the oral portion, with **Professor Chesla Ann Bohinski** (bohinski@binghamton.edu).
   - **If** the application indicates fail on the 1st half of the exam, the applicant **CANNOT** take the 2nd half of the exam and **CANNOT** reapply to take the proficiency exam in the same language.