INSTRUCTIONS FOR TAKING FOREIGN LANGUAGE EXAMINATIONS

COLLEGE OF GRADUATE STUDIES
THE UNIVERSITY OF TOLEDO

For Candidates of Graduate Degrees:

- **Preparation -** Graduate students who feel they need special preparation for the foreign language examination may consult the Department of Foreign Languages (419.530.2606) for appropriate methods of preparation. **French, German and Latin for Reading Knowledge** courses, numbered 5210, are offered for non-language majors and are recommended for the purpose of better preparing students who have insufficient previous language training. For some programs, the 5210 class fulfills the foreign language requirement. Students should consult their major department for details concerning the requirement.

- **Preliminary Procedures -** Graduate students should first complete an Application Form for the Foreign Language Examination. The application is available on the Graduate College Web-site (http://www.utoledo.edu/graduate/currentstudents/academicprogramforms/index.html). Bring the completed form to the Graduate College Office (University Hall 3240) for signature, and then submit the signed copy to the Foreign Language Department (Field House 2400). This must be done at least two weeks prior to the week of the examination (that is, by the end of the seventh week in a regular semester and the second week of a summer session). Since these tests are administered by the Department of Foreign Languages, appropriate material must be approved well in advance by that department. Graduate students, often in consultation with their advisers, select materials to be brought to the Department of Foreign Languages Office. Faculty members from the Department of Foreign Languages will approve the material and select at least 40 pages of text to be studied by the candidate. Please avoid works of fiction and similar works commonly translated into English, as well as texts with large number of graphs, pictures or diagrams. Usually it takes three to four days to secure approval of the examination material.

- **Examination Procedures -** Each examination will consist of a written translation of 600 to 900 words (from the 40 pages of approved text) to be completed within a three hour period. Students must indicate in their translations an ability to read the foreign language accurately and to express themselves in correct English. Demonstration of proper language structure is more important than an incoherent running of otherwise correct vocabulary. The use of a dictionary (to be supplied by the candidate) will be permitted.

- **Time and Place of the Examination -** Each semester, examinations are given during the **ninth** week of classes, Monday through Friday, in the Test Center (Field House Room 1080). Students should call the Test Center well in advance at 419.530.2011 to arrange their test time, which is determined on a space available basis. In the summer sessions, examinations are given during the **fourth** week of classes.

- **Grading and Notification -** The Foreign Language examination is not graded on a traditional letter basis; it is simply marked pass or fail. Approximately one week after the examination is taken; the Department of Foreign Languages will notify the College of Graduate Studies and the candidate's advisor of the results of the examination. Students who fail may repeat the Foreign Language examination in a subsequent semester, but not more than a total of three times in a single language. The student must submit a different text for approval if repeating the exam. No fee is charged for the examination.