

# Employee Language Assessment Test Request Form for Administrative Staff

Please complete this form and return it to Language Testing Services ([L2test@uOttawa.ca](mailto:L2test@uOttawa.ca)).

If you have questions about your language test, please contact Language Testing Services at [L2test@uOttawa.ca](mailto:L2test@uOttawa.ca) or 613-562-5800 ext. 3461.

## Personal Information

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Family Name: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Department or Service: \_\_\_\_\_  
Email Address: \_\_\_\_\_@uOttawa.ca  
Telephone Number: \_\_\_\_\_

## Test Information

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Language to be evaluated:  English  French

Components of test required:

- Listening Comprehension (approximately 60 minutes)
- Reading Comprehension (60 minutes)
- Written Expression (45 minutes)
- Spoken Expression (approximately 15 minutes)

## Scheduling

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Please provide two dates and times at which you are available for the test. You may choose to complete the test over the course of two days. While Language Testing Services will endeavor to accommodate your request we cannot guarantee that the dates requested will be available. You will receive a confirmation of the date and time of your test within three to five business days. Please note that tests must be scheduled within regular office hours\*.

### 1<sup>st</sup> Choice

Date: \_\_\_\_\_

Time: \_\_\_\_\_

### 2<sup>nd</sup> Date:

(if requested)

Time: \_\_\_\_\_

### 2<sup>nd</sup> Choice

Date: \_\_\_\_\_

Time: \_\_\_\_\_

### 2<sup>nd</sup> Date:

(if requested)

Time: \_\_\_\_\_

## Supervisor Information

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As your supervisor will be invoiced for the test fees, they must approve your test request.

**Supervisor's Name:** \_\_\_\_\_ **Supervisor's Email:** \_\_\_\_\_

I have requested that the employee named above complete a language test and confirm that my department will be responsible for paying the fees associated with the test.

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*9:00 am to 12:00 pm and 1:00 pm to 4:30 pm (3:30 pm from June 1<sup>st</sup> to August 31<sup>st</sup>.)