

# Employee Language Assessment

## Test Request Form for APTPUO Members

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

If you have questions about the 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:** \_\_\_\_\_

**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 30 minutes)

### Scheduling

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Please provide two possible test dates and times for your test. You may choose to complete the test over the course of one or two days. 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: \_\_\_\_\_

### Approval from the Dean

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The dean who requested the test will be invoiced for the test fees, therefore they must approve the test request.

**Dean's Name:** \_\_\_\_\_

I have requested that the part-time professor named above complete a language test and confirm that my faculty will be responsible for paying the fees associated with the test.

**Dean's Signature:** \_\_\_\_\_

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

By registering for this test, you are implicitly agreeing to the use of your responses, scores, and demographic data for test validation and research purposes, with the goal of improving the test for future test takers. The test research will be reported in internal documents as well as specialist publications and meetings related to language assessment. Your test information will remain completely confidential: it will never be reported in a way that could identify you.

\*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>.)