

NYU Language Proficiency Exam Information

To take a NYU Language Proficiency Exam at Northern Essex Community College

Fill out the NECC Proctored Testing Services Form and submit the non-refundable \$75.00 registration fee at www.necc.mass.edu/academics/testing/proctored-testing-services/. Upon receipt of the form and fee, you will be provided a Proctor Letter that is required for NYU.

Requesting an Off-site exam from NYU:

In order to request an off-site exam, you must first arrange to have the exam administered by a proctor who is either a college faculty member or administrator; a government or company official (e.g. a supervisor or member of the human resources staff) at your place of employment; or a librarian at your local public library. The exam can **NOT** be administered by an online proctor. *Note: This will be done by filling out the NECC Proctored Testing Services form and paying the registration fee.*

You must then send a Proctor Letter from NECC (*this will be provided to you upon receipt of the NECC Proctored Testing Services form and fee*), the attached NYU Registration form, and the exam and registration fees to the following address:

NYU School of Professional Studies Foreign Languages, Translation and Interpreting 838 Broadway, 6th floor New York, NY 10003

Here is a detailed description of what your application should include:

1. **Proctor's letter:** A typed letter from the proctor on official company or university letterhead stating that they agree to administer the exam in an appropriate test taking facility. The letter must also state the proctor's name and position within the institution, as well as the examinee's relationship to the proctor's institution. It must be signed and dated.
2. **Exam and Registration fees:** \$350 for the 12 pt exam or \$450 for the 16 pt exam, plus a \$20 registration fee. The exam and registration fees may be paid by check or money order made payable to NYU, or by credit or debit card. Please email sps.foreignlanguages@nyu.edu to request electronic payment information, noting the Language and Points of the exam.
3. **Off-site exam service fee:** An additional \$20 check or money order, payable to NYU for off-site exam service fee (**Please note:** The off-site service fee cannot be paid by credit or debit card and **MUST** be separate from exam and registration fees above).
4. **Completed registration form** (attached).

Please note: Off-site exams must be returned to NYU within eight weeks of receipt of the exam.

Here is a link to our website, where you will also find the above information:

<http://www.scps.nyu.edu/academics/departments/foreign-languages/testing/process.html>

Payment:

You may pay for the **NYU Language Proficiency Exam** using your credit or debit card via the following secure payment link:

<https://www.sps.nyu.edu/professional-pathways/proficiency-testing.html>

IMPORTANT: the card used for payment must be **in your name** in order to input your information into NYU's registration system correctly. If you have permission to use a card that is not in your names (for example, a parent's) please call **SPS Registration at 212-998-7150** for assistance.

If you encounter any issue or have additional questions regarding your test payment, please contact the **SPS Registration Office at 212-998-7150**.

Preparing for the test:

The NYU Foreign Language Proficiency Test is a general knowledge test, comparable to the first 1-2 years of college language courses. There is no specialized or technical vocabulary on the test. You will be tested in listening, reading and writing. There is NO multiple choice and no speaking component. Here are the sections of the test:

1. Listening: You will listen to an audio passage in the test language and answer 5 short answer questions also in the test language. (Except for Chinese exams, which have a series of multiple choice questions instead of short answer.)
2. Reading: You will translate a passage of approximately 150 words from the test language into English, and a second passage of equal length from English into the test language. For this section, we recommend practicing by translating newspaper articles into and from both languages.
3. Writing: You will be required to write a short, 150 word essay in the test language based on a general topic. There will be three options to choose from. For the 16 point exam, you will also write an additional 350 word essay on a more complex topic. You will have 2 prompts to choose from for this essay.

We do not have any study guides or practice tests available, but in general, you may prepare by practicing translation, making sure you are comfortable with basic grammar, sentence structure, verb tenses, etc.

NYU Contact

Cayla Delardi
Administrative Aide
Center for Applied Liberal Arts
Foreign Languages, Translation, and Interpreting
School of Professional Studies
838 Broadway, 6 Floor
New York, New York US 10003
Tel. [\(212\) 998-7032](tel:2129987032)

REGISTRATION FORM

PERSONAL INFORMATION

Name Ms. Mr. _____
Last First Middle

Date of Birth ____/____/____ E-mail _____
Mo. Day Year

Student ID number at home institution and last four digits of Social Security number or
Passport number _____

Address _____

City _____ State _____

Country _____ Postal Code _____

Home Phone _____ Work Phone _____

Language to be tested _____ Points _____

TO BE FILLED IN BY THE NYU SCHOOL OF PROFESSIONAL STUDIES
Course Number _____ Semester _____

PAYMENT INFORMATION

I have enclosed a check or money order payable to **New York University**.
Credit cards cannot be used to register by mail. In order to pay with a credit card, you can
call the Registration Office at **(212) 998-7150** or request a link to a secure site by sending a
request to: sps.foreignlanguages@nyu.edu specifying the language and type of exam.

INSTITUTIONAL INFORMATION

Results of the examination should be sent to (complete address essential):^{††}

Name _____ Title _____

E-mail _____ Phone _____

Institution _____

Address _____

City _____ State _____

Country _____ Postal Code _____

If this is an off-site exam, please give the name and the institutional address of the person who
has agreed to administer the exam:

Name _____ Title _____

E-mail _____ Phone _____

Institution _____

Address _____

City _____ State _____

Country _____ Postal Code _____

^{††} If more than one institution is to receive a report, please copy and use a separate form, and include a
\$15 payment for each additional institution listed.

Note: Test results are valid for five years from the test date. Official letters will not be mailed to
institutions for tests that are more than five years old.

