

# BERLITZ LANGUAGE TEST

## STUDENT GUIDE

### Instructions for the Test Date:

1. The student calls Berlitz 30 minutes before the test time at 602.954.8160. DO NOT leave a voice message! Hang up and call again if no one answers the phone – there may be another evaluation being connected.
2. Berlitz verifies student's email address or fax number and hangs up.
3. Berlitz faxes or emails the Witness Form and the language article to the student. The article is NOT to be read before the test starts.
4. The student and the witness fill out the Witness Form and immediately send it back via fax or scanner to Berlitz Testing. The send-to information is on the Witness Form.
5. Then the student calls Berlitz at the scheduled time of the test at 602.954.8160. Berlitz may request to speak with the witness briefly and then connects the student to the evaluator via telephone. Once the student is connected, they will begin speaking the test language.
6. The student must finish both the oral and written test within 90 minutes from the scheduled start of their test. The student must immediately fax or scan and email the written portion of their test to Berlitz Testing.
7. This is a **hand written test**. Do not use a computer or any computer devices. If the test is faxed back typed it will be disqualified. If sending the test via email please make sure it is **saved as a PDF**. We cannot open any other kind of document. If you do not know how to save as a PDF make sure you have a fax machine. **No Exceptions.**

**IMPORTANT FAX & EMAIL INFORMATION:** *Berlitz is not responsible for missing, partial, or illegible pages in the student's fax/email transmission. The student should contact Berlitz Testing no earlier than 5 minutes after sending the written test to Berlitz to confirm that the submission was received. Leave a message indicating the time and number of pages sent.*

### Requirements

The Berlitz Test is a test of proficiency and knowledge of a language, and is conducted over the telephone. Students must have a fax machine (same line okay) OR a scanner with email and a printer to receive and send documents before and after the test. Students must also have a Witness who must be 21 or older with valid ID.

### Length

The Berlitz Test takes 90 minutes to complete both the oral and written parts. An additional 30 minutes is needed before the test to receive and send the Witness Form.

The student calls Berlitz Testing 30 minutes before their test time to confirm their fax number or email address. Berlitz sends the Witness Form and the Language Article, which will be used during the test. The student is NOT to read this article before the test begins.

## **Results**

Berlitz will provide the results to your school. Universities will determine the application of units, and credits will be applied within 3 to 4 weeks. Berlitz will **NOT** tell you your results; you must contact your academic counselor. **YOUR SCHOOL WILL HAVE THE RESULTS FOR YOU 3 to 4 WEEKS AFTER YOU TAKE YOUR TEST.**

## **Fee**

The Berlitz Test fee is \$325.00, payable by credit/debit card, cash, check, or money order. Payments are processed when the student confirms a test date and time.

## **How to Apply**

Students may download an application online and submit it by email (as an attachment) to [olga.dupree@Berlitz.us](mailto:olga.dupree@Berlitz.us), or they may fax it to Berlitz Testing Services at 623.321.5820.

## **Canceling and Rescheduling**

To cancel or reschedule a test, students must call 602.954.8160 no later than 12:00pm Arizona time, **two days prior** to the scheduled evaluation. Please note - Arizona does not go on Daylight Savings Time. Any cancellations after this deadline will not be subject to a refund, no exceptions.

## **Witness**

Each student **MUST** have a witness to the test. 15-30 minutes before the test, the witness fills out the Witness Form, which must be sent back to Berlitz before the test starts. The Witness can be anyone over 21 with a valid ID. They must be present until the student hangs up the telephone, usually about 30 –45 minutes after the scheduled start of the test.

## **ORAL TEST**

Student will speak with a native-speaking Berlitz evaluator for 30-45 minutes in the target language over the telephone. The evaluator will guide the student through the test.

***It is important to use formal grammar and vocabulary unless asked to do otherwise.***

## **Warm Up**

The first five minutes are for warming up and are based on introductions and greetings, as is done when first meeting someone.

## Level Questions

The evaluator may then ask the student a variety of questions at different grammatical levels about general topics such as the student's background, current events, opinions, food, travel, etc. It is very important to answer the questions to show that you understand what was being asked. An example may be:

"Why are you living in \_\_\_\_\_?" , "How long have you been living in \_\_\_\_\_?" etc

## Article

The evaluator may read something short, such as a newspaper article, to the student with follow-up questions to check Listening Comprehension.

The evaluator may ask the student to read (quietly or out-loud) all or part of the Language Article, which was sent to the student before the test began, and then may engage the student in a discussion about the article.

# WRITTEN TEST

## Dictation

The evaluator may give the student a 1-2 paragraph dictation. The student must write down exactly what the evaluator says, including punctuation and correct spelling.

## Grammar

The evaluator may ask the student to identify grammatical structures *within* the dictation or independently. The student should write down the instructions and complete the assignment **after** hanging up the phone. An example question might be:

"Circle the subjects and direct objects in the second and third sentence."

## Essay and/or Letter

The evaluator may ask the student to write an essay about the article, or about a specific topic, AND/OR a formal letter to a real or imaginary person about a given topic. The student should write down the instructions and complete the assignment **after** hanging up the phone.

After receiving all the instructions from the evaluator and writing them down, the student will hang up the phone and use the remaining time to finish the written test.

After the 90 minutes are finished, the student must immediately send their written test (via fax or email after scanning) to Berlitz Testing Services. The student should call Berlitz no earlier than 5 minutes after sending the test to verify that it was received.

## Scoring

Students are tested in

- Listening Comprehension
- Speaking Ability
- Pronunciation
- Use of Grammar
- Spoken Vocabulary
- Reading Comprehension
- Writing Ability
- Written Vocabulary
- Grammar
- Spelling

You will be given an overall Berlitz Level (1-10) which is an average of your speaking/listening and reading/writing abilities. **A Berlitz level 10 represents a level of proficiency similar to a well-educated native speaker, including extensive grammar knowledge.** Being a native speaker does not guarantee that the student will earn a high score or a specific credit amount.

The results are then sent to the student's university to be evaluated for credit. The university determines the credit based on the Berlitz Level. It is possible to obtain 18 credits with the Berlitz Test: 12 lower-division and 6 upper division, depending on the university. Students should contact an academic counselor at their university for verification.

## Transcript Requests

To request a transcript students must send a written request including:

- Full name, telephone number & email address
- Date of Berlitz Test
- University name
- Address of recipient
- Student Signature

Note: There is no charge for the first transcript. Please send a check or money order in the amount of \$40 USD for each additional transcript request to:

Berlitz Testing Services  
3333 E. Camelback Rd. #160  
Phoenix, AZ 85018

## FAQs

1. Where can I take the evaluation?

**Answer:** Anywhere with a working fax machine or with a scanner, printer, email, and Adobe Acrobat and a telephone.

2. How long does my witness need to be present?

**Answer:** They need to be there 15 minutes before your evaluation begins in order to sign the Witness Form, and they can leave when you hang up the telephone (about 30 minutes after the evaluation begins).

3. Who makes the telephone call? Does Berlitz have a toll free number?  
**Answer:** The student must call 30 minutes before the evaluation to confirm your email address or fax number, and then you must call again at the time of the evaluation. Berlitz does not utilize a toll free service for the evaluation.
4. How far in advance can I schedule my Berlitz evaluation?  
**Answer:** You can schedule a time as soon as the same day and up to 2 months in advance, depending on availability. However, evaluations scheduled far in advance are subject to change. Berlitz will contact you if any changes arise.
5. When will my Berlitz results be sent to my university?  
**Answer:** The results are usually sent out within 5 business days after your evaluation date.
6. How long does it take to receive credit from my university?  
**Answer:** Once your university receives the results, it takes approximately 5 business days to apply the credits.
7. How can I find out how many credits I received?  
**Answer:** Contact your counselor.
8. How do I know where my credits will be distributed?  
**Answer:** Contact your counselor.
9. Can I call Berlitz to find out my Berlitz score after I take the evaluation?  
**Answer:** No. Berlitz is not permitted to disclose or discuss the results of your evaluation. Contact your counselor.
10. What if my fax machine doesn't work at the time of the evaluation? What if my email is not working at the time of the evaluation?  
**Answer:** Your evaluation will be cancelled and you will have to pay again to reschedule.
11. What if I don't have a witness at the time of the evaluation?  
**Answer:** Your evaluation will be cancelled and you will have to pay again to reschedule.
12. Who conducts the evaluation?  
**Answer:** A Berlitz-certified evaluator. Berlitz evaluators have university degrees and native proficiency.
13. Can I take the Berlitz Language Evaluation if I don't read or write the language?  
**Answer:** Yes. Please indicate on the application that you don't read or write the language.
14. What if I need to reschedule my evaluation?  
**Answer:** You must call Berlitz at least two business days in advance before 12:00 p.m. noon Phoenix time. Otherwise you will have to pay again to reschedule.
15. What if I speak a language that has many dialects or regional differences?

**Answer:** Please indicate your dialect or region on the application in the “Language” box.

16. What if I don't have a fax machine?

**Answer:** You must be able to send us a copy of your Witness Form and the written part: we must see your handwriting. You can use a scanner and e-mail in place of a fax machine.

17. What if I my phone number and my fax number are the same (share the same line)?

**Answer:** That is okay. You will never use your fax machine at the same time as your phone line.

18. What days and times does Berlitz have available for evaluations?

**Answer:** Monday – Friday from 8:30 am to 6:30 pm. and Saturdays between 10:30am – 3:00pm Phoenix time.

19. What if there is an emergency and I have to cancel my evaluation after the deadline for cancellations?

**Answer:** Your evaluation will be canceled without refund. No exceptions.

20. What is the “Test Site Phone Number?”

**Answer:** The phone number where you will be taking the test. It is not necessary to put this on the application since you will be initiating both calls.

21. Who can be my witness?

**Answer:** ANYONE 21 or older with a valid I.D. Your spouse, family member, friend, and co-worker are all potential witnesses.

22. What if I speak a language but not at a very high level?

**Answer:** You can still take the evaluation, but you may not receive the full credit award.

23. What if I am late calling in to take my evaluation (on the first or second call)?

**Answer:** Berlitz Phoenix will not contact you. It is entirely the student's responsibility to be on time. You are permitted a grace period of 15 minutes. After that, we must assume that you are forfeiting your evaluation without refund. No exceptions.

23. What if I use a cell phone or a cordless phone?

**Answer:** The student must use a good connection at the time of the evaluation or it may affect the score. Berlitz is not responsible for a student's telephone connection quality on any kind of telephone.