



## Cultural Center for Language Studies

*Fluency in Languages*

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### Student Placement Policy

Our language programs are divided into levels. Students with no prior knowledge in the target language should sign up for Level 1. Students who have some level of proficiency in the target language should schedule a placement test to determine the best point of entry into the program.

Our placement test consists of two parts:

- a. a computer-based multiple-choice test that assesses a prospective student's vocabulary and grammar knowledge within our curriculum (AND)
- b. an oral test that assesses a prospective student's listening-comprehension and speaking skills within our curriculum.

The oral portion of the placement test is administered by means of an interview with a trained teacher at a scheduled time. This interview may be conducted in person at our facility, through video conference, or over the phone. The computer-based exam may be done at our facility or online by clicking the hyperlink available on our website.

The two parts of the placement test may be completed in either order. If the first exam shows that the prospective student is a beginner and should be placed in Level 1, then the second exam is considered optional.

Because our placement test has been specially designed for our curriculum, we do not require or accept scores or placement tests from different institutions. Placement determinations are made with the student's best interest in mind and the results are made available to prospective students prior to enrollment. Students may attend one class free of charge (group classes only) prior to enrolling. Students who decide to join an ongoing class are subject to our **Class Joining Policy**.

### Appeal to Initial Placement

Although we find our placement system reliable and adequate, results may be affected to a small degree if the prospective student is not feeling confident or ready to take the exam. Whatever the reason, if a prospective student believes he or she should be placed at a different level and wishes to appeal the results of his or her initial placement, our policy is to give him or her a second opportunity to take the exam and, if possible, we schedule a different teacher to conduct the test. Re-placement is made in the student's best interest and the decision is final. If you wish to appeal initial placement, please speak to one of our Customer Service Specialists.

### Orientation

CCLS NJ provides 3 (three) types of orientation to our students: pre-arrival, initial, and ongoing. All students receive a copy of the pre-arrival orientation upon enrollment. Initial orientation is provided just prior to or on the first week of class. Ongoing orientation is provided on the second week of class. A Student who misses initial or ongoing orientation is offered the option to attend the next orientation session available. If there is not another orientation session scheduled within the next couple of weeks, CCLS NJ will schedule a meeting with the student to provide the necessary orientation.