

**Department of Spanish and Portuguese
University of California, Los Angeles**

PLACEMENT EXAM INSTRUCTIONS

Please read this document **in its entirety before** attempting to access the Spanish and/or Portuguese language placement exams. **The system will only allow you to attempt each exam once.** No additional attempts will be given for lack of following the instructions below.

ACCESSING THE EXAM

The Department of Spanish and Portuguese's two placement exams, one in each language, are offered through the University's on-line **Common Collaboration & Learning Environment (CCLE)** site. To access the exams, follow the steps below:

1. Click on the following link or copy/paste it into your browser:
https://ccle.ucla.edu/course/view/SPAN_PORT_EXAM
2. If you are not logged in to CCLE, you will see a yellow box which reads: "Guests can not access this course, please try to log in." Click the button that says "Continue." From here, log in to CCLE with your UCLA Logon ID (the same login you use to access MyUCLA).
 - a. If you are logged in to CCLE, you will immediately be directed to the Enrollment screen. Simply click on the button "Enroll me."
3. Now that you are enrolled in the 'course', you will see a header titled "Spanish and Portuguese Exams" with instructors listed below. Beneath this you will see an audio test for the exam. **Do the audio test to confirm whether your computer will be able to hear the audio portions of the placement exam.** If the audio is not working, **DO NOT** proceed to start the exam. Try the audio test again on a different computer. Computer labs on the UCLA campus should have all the proper drivers installed for this to work.
4. If you are able to hear the audio test, you can now start the exam. You will see each exam listed in blue the left-hand column. Select the exam that you wish to take: **Spanish Exam** or **Portuguese Exam**.
5. Finally, click the blue link that appears in the center of the page which says "**Spanish Placement Exam**" or "**Portuguese Placement Exam**", depending on which exam you are taking. NOTE: When you click the link, a window will appear asking you to acknowledge that "This quiz has a time limit and is limited to 1 attempt(s). You are about to start a new attempt. Do you wish to proceed?" Do not click the "Start attempt" button until you are sure you are ready to complete the entire 1 hour, 30 minute exam. You only will get one attempt for the exam and you must be able to do it all in one sitting.

DURING THE EXAM

1. There are audio tracks (which will again be tested for compatibility at the beginning of exam), so be sure to have speakers or headphones readily available. The most current version of Quicktime and the most current Quicktime plug-in for your browser are needed for these audio files.
2. Click **“Next”** at the end of each page to continue working on the following pages of the exam. On the left side of the quiz is a new “quiz navigation block” that enables you to navigate back and forth throughout the exam.
3. Once you have completed all the questions, clicking “Next” will take you to the summary page, which will show which questions have/have not been answered, as well as how much time remains in the exam. At the bottom of this page, click **“Finish Attempt”** to complete the exam. A confirmation window will appear stating, “Once you submit, you will no longer be able to change your answers for this attempt.” The response buttons for this are “Cancel” and “Submit all and finish.”

AFTER THE EXAM

1. After you **“Submit all and finish”**, your answer choices are final and the exam is over. After doing this, the system will give you your individual placement information. Please make a note of these instructions and enroll in the level indicated.
2. **This score alone, whatever it may be, does not satisfy the College foreign language requirement.** There is an additional in-person oral and written examination to satisfy this requirement. If you place into SPANISH 4, 5, 25 or 27, or PORTUGUESE 27, your score does qualify you to sign up for this in-person exam, information about which is available on the Department of Spanish and Portuguese webpage (<http://www.spanport.ucla.edu>).