



CLLC Carmen Testing Instructions PDF

PLEASE READ ALL SECTIONS BEFORE TAKING A PLACEMENT TEST

Languages Available through OSU's Carmen Platform:

Arabic	Italian	Russian
ASL	Korean	Somali
Hebrew	Latin	Swahili

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****Advisors and students: Carmen test results may take longer as they may require additional verification activities or are graded individually by faculty.***

Questions? Please email: cllc@osu.edu



Carmen COVID-19 Testing Protocol

To meet the needs of our students, we have made the placement tests for **Arabic, Hebrew, Italian, Latin, Russian, Somali, Swahili, Korean, and ASL** available for remote testing.

When you are granted access to the testing shell, you should complete the test within 2 weeks (in one sitting). For this reason, we recommend completing your test as soon after you gain access as possible. Please allow **at least 7 business days** for your score to appear on your transcript.

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Eligibility:

To be able to access the exams you must be a current or incoming student at OSU and have an **active OSU name, # and password**. Without your OSU login credentials, you will be unable to access this exam due to the platform design.

Please note that you **SHOULD NOT** be taking a language placement if you:

- a) Already have credit or a mark (as in a failing grade or an incomplete) for a college-level course in the world language for which you are testing whether from OSU or another university; and/or
- b) Are currently enrolled in a college-level (Dual Credit, AP, CCP, etc.) language course in the SAME language for which you are testing.
- c) Would like to start learning a language at Ohio State but have not taken this language in high school and have no knowledge of it. In this case, you will enroll in the beginners' level language course. You should still take a placement test in the language you have had at least two years of instructions in high school or another language you have knowledge of.
- d) Are a native speaker of the testing language. See OSU's definitions [here](#).

If you meet the criteria of **a)** or **b)** above, please contact the CLLC (cllc@osu.edu) to discuss other pathways to test for existing world language knowledge.

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Student Life Disability Services - Testing Accommodations:

If you would like to request placement exam accommodations, you will need to submit an application and documentation to Student Life Disability Services (SLDS) prior to taking the exam. You can use this link to complete your application: [New Student Application](#).

Please allow **2-3 business days** for processing. Typical accommodations may include extended time, alternative formats, and reader/scribe. If you are interested in utilizing academic accommodations as an OSU student, you will need to complete the [registration process](#).

Please contact Michelle Salomone (salomone.6@osu.edu) for more information.

******NB: OSU cannot allow for retroactive application of SLDS accommodations. These must be documented prior to attempting to test.***

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Carmen Remote Placement Testing Information:

- You will have **one (1) attempt** to do the exam, so please make sure you have:
 - a good internet connection and
 - a quiet space to take your exam.
- Testing allotment times will vary test by test, so please see the Score/Verification Section [below](#) for test details.

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Technology Requirements:

- **Browser Capabilities:** Before you begin a placement test, please check [here](#) to see if your browser is supported by Carmen Canvas.
- **Recommended Devices:** PC, Mac, tablets, and iPad. You are **NOT** permitted to take this exam on a smart phone.
 - If you are in need of a device, you can request an iPad from ODEE by filling out the form located here: <http://go.osu.edu/dfs-service>
 - Make sure to select “Request Use of Loaner iPad”. Please be sure to include your shipping address in the comments and fill out the form as *completely* as possible!
- **Internet Speed:** A download speed of at least five MBPS is recommended (or 10MBPS for audio tests). To check your internet speed, please click [here](#).

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Student Testing Instructions:

A. Access to Carmen Language Test

1. Email CLLC (cllc@osu.edu) **from your OSU email** with the subject line: **"Request for Access to [language]* Shell"** (**Edit to indicate which language you're seeking access to test for.*)
 - i. Please allow for a couple of business days for us to process your request to gain access to shell.
 - ii. Email requests are processed Mon – Fri, 9:00 am – 4:00 pm (with the exception of university holidays), so please consider this when planning your testing date.
2. You will receive an email confirmation with instructions and information on testing. Please read this email carefully and follow the instructions so that you can request and gain access to the shell and complete your test.

B. Score/Placement

1. Scores/Placement: For more information about your test scores, please contact the appropriate department (contacts are below).
2. Placement verification
 - i. Due to the proctorless nature of testing at this time, departments are requiring verification of placement.
 - ii. Each department has additional requirements. For more information, see the Score/Placement Verification section below.

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Score/Placement Verification

Due to the proctorless method of language placement testing, some languages departments are implementing a verification protocol for language placement that is assigned after you take the exam.

For more information on the verification requirements for each of the languages, please see below:

<u>Arabic</u>	<u>Italian</u>	<u>Russian</u>
<u>ASL</u>	<u>Korean</u>	<u>Somali</u>
<u>Hebrew</u>	<u>Latin</u>	<u>Swahili</u>

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Arabic

Testing Time: 120 mins

Format: Multiple-choice reading comprehension exam, 3-tiers

Exam Access Contact: CLLC (cllc@osu.edu)

Verification Process: Any student who places out of AR 1103 will need to attend a virtual meeting with the verification coordinator and will then be required to take additional testing.

Verification contact: [Marie Therese Labaki](#)

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ASL - American Sign Language

Testing Time: 45 minutes

Format: 9 questions: Watch the recorded question and then record and upload your response using ASL.

Verification Process: All student responses will be evaluated by the department. This process may take a few days to complete.

Exam Access and Verification Contact: [Tia Jones](#)

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Hebrew

Testing Time: 75 mins

Format: Multiple-choice reading and listening comprehension exam.

Exam Access Contact: CLLC (cllc@osu.edu)

Verification Process: Verification for students who place out of HB 1103.

Verification Contact: [Galit Golan](#)

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Italian

Testing Time: 60 mins

Format: 102 multiple-choice questions

Exam Access Contact: CLLC (cllc@osu.edu)

Verification Process: Verification is required for anyone who places out of 1103.

Verification Contact: [April Weintritt](#)

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Korean

Testing Time: Approximately 60-90 minutes

Format: Listening and Reading, multiple choice questions

Exam Access Contact: CLLC (cllc@osu.edu)

Verification Process: Any student who scored 23 or better in Exam 3 must attend a meeting with the Korean program coordinator and may be required to do additional testing. Please schedule an individual meeting as soon as possible. → [Schedule Here](#)

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Latin

Time: 60 mins

Format: Short answer and fill-in-the-blank test

Exam Access Contact: CLLC (cllc@osu.edu)

Verification Process: Exam requires manual grading from Latin faculty after exam submission, final score and placement may be delayed.

Exam Grader: [William Little](#)

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Russian

Testing Time: 90 mins

Format:

- Listening section (19 questions)
- Reading section (11 questions)
- Grammar section (44 questions)
- AND a Short Interview in Russian (scheduled later)

Exam Access Contact: CLLC (cllc@osu.edu)

Verification Process: All student scores/placement will be verified by the department. Please contact the individual listed below to verify your exam score and placement through a short (10-min) Zoom interview.

Verification Contact: [Larysa Stepanova](#)

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Somali

Testing Time: 60 mins

Format: 60-question multiple-choice exam

Exam Access Contact: CLLC (cllc@osu.edu)

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Swahili

Testing Time: 60 mins

Format: 100-question multiple-choice exam

Exam Access Contact: CLLC (cllc@osu.edu)

Verification Process: Verification is required for anyone who places out of Swahili 1103.

Verification Contact: [Salome Fouts](#)

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