

**Department of French and Francophone Studies  
University of California, Los Angeles**

**FRENCH PLACEMENT EXAM INSTRUCTIONS**

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

**ACCESSING THE EXAM**

The Department of French and Francophone Studies French Placement Exam is offered through the University's on-line **Common Collaboration & Learning Environment (CCLE)** site. To access the exams, follow the steps below:

1. Email Dr. Kimberly Jansma at [jansma@humnet.ucla.edu](mailto:jansma@humnet.ucla.edu) to kindly request a password, using "French Online Placement Exam Password" as the subject heading. **You will need this password to take the exam.**
2. Click on the following link or copy/paste it into your browser:  
  
<https://ccle.ucla.edu/course/view/Frenchplacementexam>
3. Click the "**Login**" button and use your BOL/MyUCLA ID and password. After submitting your information, you may be asked if you are "sure" you wish to enroll in this course. If so, click "**Yes**" or "**OK**".
4. Instead, click "**Enroll me in this course**" to the upper-right of the page under the "Administration" headline.
5. Please read the all the information on the site homepage and test the audio to make sure it works. The exam works best using **Firefox browser and computer must have QuickTime installed**; it is recommended that you use UCLA computer lab facilities to avoid technical difficulties. Please be aware of computer lab hours in order to allow yourself enough time to complete the exam.
6. Finally, click the blue link that appears in the center portion of the page which says "**French Placement Exam**" NOTE: Clicking this link will begin the exam. **Do not click this link until you are sure you are ready to complete the entire 2 hour exam.**

**LOCATIONS**

Using the computer labs on campus is the best way to avoid technical difficulties. Please check the hours and availability by clicking links below, and remember to allow yourself 2 hours to complete exam,

[CLICC LAB Powell 145](#)  
[Center for Digital Humanities Computer Labs](#)

## DURING THE EXAM

1. There are audio tracks (which you will have tested for compatibility at the beginning of exam), so be sure to have speakers or headphones readily available.
2. Click the blue “Next” button below to continue working on the following pages of the exam. **Do not click “Submit all and finish” until you are done with the entire exam.**

## 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 immediately show your individual placement information. Please make a note of these instructions and **enroll in the level indicated.**

**This notification is the only record of your score. You are responsible for maintaining your placement exam results. If you are taking the placement exam, either before or during your summer orientation session, please be prepared to provide a print out of your results to your orientation counselor.**

2. **This score alone, whatever it may be, does not satisfy the College foreign language requirement.** Students wishing to enroll in a second year French course (FR 4, 5, or 6) based on their score may do so without an interview. Successful completion of a second year French course fulfills the language requirement. A second option is to certify the fulfillment of the UCLA Foreign Language Requirement by completing an interview with Professor Jansma. Please email her at [jansma@humnet.ucla.edu](mailto:jansma@humnet.ucla.edu) in order to schedule the speaking and writing portion of the French Placement Exam; please include "**Placement Exam Validation**" in the subject line.
3. If for some reason you did not see the results immediately after clicking “Submit all and finish”, return to the Site Info page and click on [French Placement Exam](#) again. You should be able to see your results under “Overall Feedback.”