

## English as a Second Language (ESL) Summary of Procedures

Academic departments help the Graduate Division to monitor three aspects of ESL policy related to the following required examinations:

### **1) English Language Placement Exam (ELPE)**

- All incoming international graduate students and permanent residents whose first language is not English must meet proficiency requirements in spoken and written English before registering at UCSB.
- This required exam is conducted by faculty of the English as a Second Language (ESL) Program *prior to the beginning of each quarter*.
- The ELPE comprises of both a **written** and an **oral** examination. After the writing exam, students make individual department appointments for the oral exam to take place on a different day.
- The results of the ELPE, including course placements when appropriate, are communicated to each department by the ESL Program office.
- Based on the performance on the ELPE students are placed in a compulsory ESL class with coursework aimed at helping improve the students spoken English or students who do well are exempted-out of ESL.
- Students are expected to complete the ESL course progression within three quarters.
- Students who fail the ELPE must register for and attend a prescribed ESL course and will have their registration blocked for future quarters until they re-take the ELPE and pass.
- **Testing dates, times, and locations** can be found at [www.esl.ucsb.edu/](http://www.esl.ucsb.edu/) or on the Office of International Students and Scholars website at [www.oiss.ucsb.edu](http://www.oiss.ucsb.edu).
- **Please note:** Students who are exempt from the TOEFL or IELTS requirement are still required to take the ELPE.

### **2) Minimum Proficiency Requirements in Spoken and written English**

In some cases, students must satisfy proficiency requirements in spoken and written English for the purposes of research and communication with colleagues before they will be awarded a degree at UCSB.

- Coursework may be required to meet the department's proficiency requirements in English. If you have questions about this class, please contact the Graduate Advisor in the department.
- Continuing international students who need additional ESL coursework will be pre-registered in the appropriate ESL classes.
- Coursework in English is always conducted through the English as a Second Language (ESL) Program. More information can be found on [www.esl.ucsb.edu/](http://www.esl.ucsb.edu/)

### 3) TA Language Evaluations Exam

Graduate Council policy requires all prospective teaching assistants (TAs) whose first language is not English to take the TA Language Evaluation in order to be certified to hold sole classroom teaching or laboratory responsibilities.

- This required exam is scheduled by your department faculty and conducted through the English as a Second Language (ESL) Program prior to the beginning of each quarter.
- The Language Evaluation exam requires the prospective TA to give a 5 to 10 minute **oral presentation** in English on an academic topic assigned in advance by the department. The evaluators will assess the student's ability to explain academic concepts, and ability to understand and answer questions of the type undergraduates frequently ask in class.
- The exam is coordinated by the Graduate Advisor who will notify the student of the details prior to the examination date scheduled. If you have any questions, please contact the Graduate Advisor in the department.
- Only students who demonstrate acceptable spoken proficiency in the English language evaluation will be eligible for classroom teaching responsibilities.
- TA's who fail the language evaluation will be assigned to alternate, non-teaching responsibilities determined by the department, as well as assigned to a compulsory ESL class with coursework aimed at helping improve the TA's spoken English.
- If university ESL requirements are not met, Graduate Division will enforce one or more of the following options: withholding of RA ships; withholding of degrees; blocking of registration for future quarters and /or blocking advancement to candidacy.