



## English as a Second Language Program

### SPEAK Test Procedures

1. Pay the \$125 fee at the Cashier's office of Treasury Services (MC 1<sup>st</sup> floor) and get payment receipt for SPEAK test.
2. Take your payment receipt and make an appointment for the SPEAK test by calling the Testing Center x2272 or stopping by the Testing Services office (RW 215).
3. Complete the SPEAK test form at the Testing Center when making the appointment. You must include the name of your Graduate Program Director and your contact information.
4. Take the SPEAK test at your appointment time.

The ESL office will receive a call to pick up your tape. It will be rated by two raters. Please do not call the ESL office as soon as you have completed the test. The Testing Services office staff will contact us that the test is ready and we will complete the rating as quickly as possible. Depending on the your score, you will either be cleared to accept a teaching assistantship without restriction or will need to participate in a class before doing so. Two courses are offered for graduate credit (2 credits): ESL 503, Intermediate English as a Second Language Speaking Skills, and ESL 504, Communication Skills for International Teaching Assistants (ITAs). ITAs may teach concurrently only if registered for ESL 504. The expenses for these classes are the students' responsibility. Tuition waivers can be used, upon department approval. If you have any questions about the courses or the procedure, please contact the ESL Program.

### **Official SPEAK Test Cancellation /Refund Policy**

In order to receive 100% refund for the SPEAK test, you must cancel your appointment with the Testing Center at least 48 hours before your scheduled test. If you cancel your appointment before the scheduled time, but less than 48 hours, you will receive a 50% refund. If you request a refund, but did not cancel before the appointment, no refund will be issued. All refunds will be issued as a reversal of charges to your account. Refunds are not available in cash or check.

There is also a Graduate ESL Writing course (ESL 502). Any questions must be directed to Michele Bowman, the ESL Program Director.

Contact: Michele S. Bowman. Ph.D.  
ESL Program Director  
216-687-9669  
m.s.bowman@csuohio.edu

## What to Expect at the SPEAK test

The test lasts approximately 20 minutes and there are twelve questions on the test to which you respond.

You will be asked to:

- Tell a story based on a six-picture sequence and answer a related question
- Describe a graph and answer a related question
- Respond to questions about a map, ideas and your field of study
- Take a role and give a short speech.

You will be given a few seconds to think and to prepare each response. For some questions, the preparation time is longer and in that case, you will be told how much time you have to prepare your response. Be sure to take a pencil to the test center because you will be allowed to take notes in the test book during the test. We do not recommend, however, that you attempt to write out and read your responses.

You will be instructed when to begin and stop speaking. As you speak, your voice will be recorded. Be sure to speak clearly and loudly enough for your responses to be recorded. Your responses should be complete and directly related to what is being asked. Attempting to use responses you have learned or prepared ahead of time may result in lower scores.

While many of the questions may not appear to be directly connected to your academic or professional field, each question is designed to tell the raters about your oral language ability in English. Your score for the test will be based on the recorded samples of your speech. Trained raters will assign a score for each response, based on the scoring scale established for this test.