INSTRUCTIONS FOR THE EXAMINEE

In this test, you will have an opportunity to show how well you can speak and write a foreign language, and how well you understand written and spoken language. Further information: www.oph.fi → In English → Services → National certificate of language proficiency (YKI).

BEFORE THE TEST

- Pay the examination fee according to the instructions.
- One week before the exam day, you will receive an email with a link to a Webropol survey, in which some background information is enquired. Please fill in the survey prior to the exam date. The survey is sent by the National Certificates from the following address: messages-noreply@webropolsurveys.com. The information asked for in the survey will be used anonymously for research purposes. Filling in the survey is optional, but we hope that you will take the time to answer it.
- Please take a pencil, an eraser and a valid official identification document with you to the examination. Accepted documents are the following:
  - Passport
  - ID card (an official ID card with a photograph granted by an authority of an EU country)
  - Alien’s passport
  - Refugee travel document
  - Finnish defense forces ID card with a photograph and chip
  **NB.** Driver’s license and residence permit card are not official ID documents.
- You can apply for special arrangements for taking the examination if you have an impairment (hearing or vision) or a verified language disorder. For this, an expert statement (e.g. from a physician) is required. For more information, contact the test centre where you register as a test-taker.
  **NB.** Apply for special arrangements while registering.

During the entire test day, it is prohibited to have and/or use phones, smart devices or other devices that can be used to contact another person or for example look for information from networks or take pictures of the test tasks. The devices will be taken away for the duration of the test including the breaks. You are not allowed to have any device with you during the entire test day; otherwise your test will be disqualified.

A photograph of the test taker may be taken if needed for identification purposes. The photograph will be kept as long as it is necessary to confirm the test taker’s identity. After this, the photograph will be destroyed. The photograph will not be used for any other purpose.

DURING THE TEST

Make sure that you arrive in time for the test. If you are late, you will not be allowed to participate.

- You will need circa 5 hours for the basic and the intermediate level test, and circa 6 hours for the advanced level test. A detailed timetable will be given by the institute.
- The test is taken in two parts: 1) reading comprehension and writing are tested in the classroom, and 2) listening comprehension and speaking are tested in the language lab.
- In addition to the language lab session, the advanced test of each language includes an interview which is recorded and videoed for evaluation. At the basic level, in Finnish and Swedish, speaking is tested face to face with an interviewer and recorded for evaluation.
- You should complete all tasks answer to all questions. Pay special attention to the language required in the answers. Try to give an answer to every question!
- In the language lab, use your normal speaking voice. Listen to, read carefully and follow all instructions.
- Your test performance will be failed if you cheat (e.g. speak with another test taker, take a look at someone else’s answers or use a phone) or if you do not follow the instructions given by the test supervisor.
- You fail your test if you take the examination papers / test booklets or any other exam material with you when you leave.
- To get the certificate, you should complete all subtests.

AFTER THE TEST

On the examination day, you will receive an email with a link to a Webropol survey in which your opinion about the examination is asked. The survey is sent by the National Certificates from the following address: messages-noreply@webropolsurveys.com.

About two months after the test you will receive an official certificate. The certificate contains skill level assessments of your language sub-skills and short descriptions of the skill levels.

- You do not get individual feedback for your performance.
- If you are not satisfied with your certificate, you can ask for reassessment within 14 days after having received the certificate. **NB! There is a fee of €50/subtest for requesting a reassessment.** If your skill level assessment changes, the fee you paid will be refunded. You will receive more detailed instructions on how to apply for a reassessment when you receive your certificate.
The examination fee covers one certificate. Copies can be ordered from the Centre for Applied Language Studies, University of Jyväskylä, for 15 €/each (yki-info@jyu.fi).

If after having taken the test your address changes before you receive the certificate, please inform about it immediately. (yki-info@jyu.fi / tel. 014-260 3531).

INSTRUCTIONS FOR FILLING IN THE ANSWER SHEET

A separate answer sheet is used for tasks marked with the letter M in the test booklet.

First, fill in your personal data (last name, first name, date of birth, sex, language, and level). The answer sheet also asks for your permission to use your test for research purposes.

When you give an answer to a test item, mark with an "X" the box corresponding to your answer on the answer sheet.

Remember to fill in the answer sheet with care.

Please use a pencil to mark an "X" in the box. The "X" should not go beyond the sides of the box. If you happen to put an "X" in a wrong box, please erase it very carefully and mark an "X" in the correct box.

Do not bend or crumble up the answer sheet.

Each question number in the test booklet has a corresponding number on the answer sheet.

Examples of tasks (in Finnish):

Tehtävä 1. Ilmoitus


M1 Ilmoituksessa etsitään

A) päiväkodin opettajaa.
B) osa-aikaista työntekijää.
C) siivoojaa.

Tehtävä 2. Ilmoitus

Lue teksti ja väite. Rastita (☑) A, jos väite on oikein, ja B, jos väite on väärin. Rastita (☒) vastauksesi vastauslomakkeen kohtaan M2.

M2 Talo on valmis joulukuussa.