

## French Language Proficiency Assessment Information for candidates

In order to continue in the hiring process, you will be tested for French Language Proficiency to determine if you meet the requirements of the position. The level of proficiency required is dependent on the position for which you have applied. Oral skills are always assessed for designated bilingual positions. Depending on the needs of the position, written proficiency may also be assessed.

If you have previously been assessed by the French Language Services Directorate, you will not need to be reassessed if your results are less than three years old and meet the requirements of the position. Please inform the hiring manager if you have already been assessed.

### **Oral assessment:**

The Oral Proficiency Evaluation is an assessment of your overall ability to communicate in French in **both professional and social settings**. The assessment consists of a **20 to 40-minute** conversation with an assessor. The conversation is recorded and to ensure confidentiality, only government approved assessors are permitted to reassess recorded interviews.

The evaluation seeks to determine the various tasks or functions you are able to perform in the target language, the accuracy of the message, and the overall fluency in the given content area.

- **Tasks or functions** include such activities as asking questions, relating events, giving explanations, expressing and defending opinions, or negotiating.
- **Accuracy** refers to the clarity, quality and precision of the message conveyed. Accuracy features associated with each major proficiency level are grammar, vocabulary and pronunciation. Fluency and the ability to communicate are also taken into account.
- **Content area** refers to the numerous topics that have been raised during the conversation, all of which have a bearing on your professional and social life.



**It is important to remember that what is being assessed is your ability to communicate, not the ideas or opinions you express.**

The assessment is **confidential**, so feel free to express your thoughts, even if these conflict with the organization's stance on a particular issue.

It is your responsibility to indicate to the assessor when there is a particular subject you would rather not discuss.

*(Source: Government of New Brunswick Post-Secondary Education, Training and Labour)*

## **Written assessment:**

The written assessment consists of two (2) parts:

### ➤ **Grammar**

The grammar part consists of nine sections, progressing from simple concepts (putting sentences in the feminine, the plural or the negative forms) to more advanced concepts (verb use, agreement of participles, use of pronouns, homophones, ability to find and correct mistakes).

The assessment assesses whether you are able to **use** the different grammatical concepts in context, not your knowledge of grammar itself.

### ➤ **Written expression**

The written expression part focuses on how clearly and accurately you are able to communicate in writing. When determining the level of written proficiency, assessors look at the text's content, vocabulary, grammar and sentence structure, organization, and language conventions.

- **Content** refers to the ideas presented in the text, how clearly they are developed and how well they answer the question.
- **Vocabulary** refers to the appropriate use of words, the precision, accuracy and richness of the vocabulary.
- **Grammar and sentence structure** refers to the appropriate use of verb tenses, proper verb conjugation, agreements, word order, use of prepositions, and use of complex sentences.
- **Organization** refers to the flow of the text, the use and variety of sentence connectors and transition words between paragraphs.
- **Language conventions** refer to mechanics (such as spelling and punctuation) and overall usage and sentence formation.

You will be asked to write three to four paragraphs (200-250 words) on one of two topics that will be assigned at the time of assessment. The topics relate to areas such as current affairs, education, environment, society, etc. Specialized knowledge is not required for you to be able to answer the questions.

**Remember that you are not assessed based on the opinions you express but rather on your ability to communicate in writing.**

You will write the assessment by hand and have one hour and fifteen minutes to complete the two parts.

You will be allowed to use dictionaries, grammar and verb conjugation books. The resources will be provided by the French Language Services Directorate.

You are not allowed to bring any electronics into the room during the written assessment.

## **Results**

Assessors will provide the assessment results to the Department's Human Resources, who will then communicate the results to you.

Results usually take between 2 and 5 working days to be submitted to the Department's Human Resources.

Results are valid for a three-year period, except for C2 (oral) and C (written) which have no expiry.

## **Feedback**

After reviewing your assessment results, you can contact French Language Services Directorate (FLSD) for more information. To provide you with optimal follow-up, we recommend you contact FLSD within a few days following your assessment, and no later than 3 months thereafter.

## **Reassessment**

Reassessment is possible after six months OR upon expiry of previous results, and may only be conducted in coordination with a competition or to meet a job requirement.

Candidates are advised to look into language support services that may help improve their language skills prior to being reassessed. A significant amount of time and effort will be required to see measurable increases in proficiency.

New test results will replace any previous results, even if the previous results are still valid.

## **Contact information**

For any questions, please contact the Department's human resources.

## **Information for candidates living outside Whitehorse**

Oral assessment for candidates who live outside Whitehorse will be done via Skype.

For the written assessment, The French Language Services Directorate will contact a government agency, an educational institution or another suitable organization in the home city of the candidate to invigilate the assessment.

**Good luck!**