

**ACTFL (American Council on the Teaching of Foreign languages)
Application and Test Guideline**

Huaxia East Brunswick (HXEB) Chinese Curriculum Certification was approved by the East Brunswick Board of Education in 2009; HXEB Chinese School students attending East Brunswick high school (9th to 12th) can apply to take Oral Proficiency Interview and Written Proficiency Test, and earn Chinese as foreign language credits if pass. Here is the procedure to apply to the East Brunswick Public Schools for Chinese credits:

1. Fill out the form and E-mail to admin@hxeb.org.

HXEB ACTFL application form for (Application year) Student name Student grade in HXEB (Application year) Student in HXEB from year to year Student in other HXCS from year to year Student name (English) Student grade in EB Public School Student ID in EB Public School Student date of birth Parent names Address Phone number E-mail address	
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2. Send a letter in writing to high school/junior high school principal to apply for Chinese credits (template see below). If in 9th grade, send the letter to both Mr. Mark Sutor (Churchill Junior High School, 18 Norton Rd.) and Mr. Robert Murphy (East Brunswick High School, 380 Cranbury Rd.). If in 10th to 12th grade, send the letter to Mr. Robert Murphy.

3. Send a copy of this application letter to Ms. Mary Mackenzie (Supervisor of World Languages, EB Public Schools, 760 Route 18, East Brunswick, NJ 08816).

4. Please forward this letter electronically to admin@hxeb.org for HXEB record-keeping and references.

5. Then take the two tests (\$134 for OPI, \$65 for WPT):

a) **Oral Proficiency Interview (OPI) (the oral test)** as defined by the American Council on the Teaching of Foreign languages (ACTFL) (www.actfl.org). This is a test for Chinese listening comprehension and the ability of speaking Chinese assisted by an official from HXEB for a telephone interview with an ACTFL certified tester .

b) **Written Proficiency Test (WPT) (the writing test)** as defined by the ACTFL. The writing test will consist of 3-4 writing components supervised by an official from EB Public Schools.

6. The OPI and WPT test results will be assessed by the testers and recommended to EB Public Schools. EB Public Schools 5-credits for attaining the Novice-Mid level of proficiency and 10-credits for attaining the Novice-High level of proficiency will be awarded if pass. Additional credits are possible if a higher proficiency level is attained. Before January 1 of your graduation year, another letter to EBHS principal to request the Chinese credits on the graduation transcripts should be submitted and these **additional Chinese credits** will be recorded on your high school graduation transcripts.

Application for Chinese Credits

(Please modify as suited)

Dear Principal (Mr. Mark Sutor and/or Mr. Robert Murphy):

With this letter, I would like to apply for the credits of Chinese language.

I have attended Huaxia Chinese School from ____ to _____. Or I attended Huaxia Chinese School at Edison from ____ to _____. I then transferred to Huaxia Chinese School at East Brunswick (HXEB) in 2004 when HXEB (a branch of Huaxia Chinese School) opened. (Important: you have to mention the years at HXEB). I have attended Huaxia Chinese School for a total of ____ years. I have completed the Chinese study using textbooks (Zhong-wen 1-12) as defined in the Huaxia Chinese School Curriculum.

My records at HXEB can be obtained from HXEB admin (admin@hxeb.org).

Sincerely,

Your name

cc. Ms. Mary Mackenzie, Supervisor of World Languages

HXEB Admin

Date