

Official FSZ C-Test Survival Guide

1. What is the C-test? *Is there an A-Test and B-Test?*

The C-test is a special form of a gapped text test used to assess language levels. We are currently using a test designed and provided by Münster University. It consists of 4 short texts. From the second sentence on, every second word has been truncated to form a gap. Your task is to fill those gaps and complete the missing words. There are a total of 100 gaps and therefore a maximum of 100 points. Do not be discouraged! It is virtually impossible for test takers to fill in all 100 gaps correctly with all the right words!

Dies ist ein Beispiel. Die fre [] Felder müs [] Sie al [] ausfüllen, da [] haben Sie 25 Minuten Zeit.

2. Getting Started: *Registering and Unlocking the Test*

- Registering is only necessary if this is your first time taking the FSZ C-Test
- If you have taken the FSZ C-test in Bielefeld before skip to Step 3.
- Otherwise, if it is your first time, Go to the “C-test Registration” page and enter your last name, first name, matriculation # and date of birth (format = dd.mm.yy)



Attention! Make sure you use 2 digits for the day, month and year; separated by periods.

Tutor Pro Tip 1: If you can't find the registration screen, you can find the right page in the bookmarks under [**C-Test Registration**].

- After you've entered the necessary data and click “**Weiter**”, please report to the test monitor to unlock the test. Bring your Student ID with you for verification.

Attention! If you are taking a French or Spanish test you will need to have a pink “Alt Code List” for letters not found on the standard keyboard.

Tutor Pro Tip 2: Make sure to use the number keys on the right side number keypad. You must also make sure Num Lock is on.

3. Signing in to the Actual test: *(What to look out for?)*

- School** = **Uni Bielefeld**
- Login** = **Matriculation Number**
- Password** = **date of birth (dd.mm.yy)**

Tutor Pro Tip 3: If you can't find the “C-test Login” screen, you can find the right page in the bookmarks under [**C-Test Test**].



4. Taking the Test - Key to Success: *Get Every Point You Can*

(Knowing the rules about a few things like “Gap Fills” can make ALL THE DIFFERENCE)

* **Mind The Gap Fills:** You can either have the same number of letters in the gap as come before it or 1 more. However, having 2 more letters or 1 less is not permitted.

Example:

fat	[?]	=	fat	[her]	3+3=OK
		=	fat	[hers]	3+4=OK
		≠	fat	[ty]	3+2=X
<hr/>					
po	[?]	=	po	[ke]	2+2=OK
		=	po	[ker]	2+3=OK
		≠	po	[t]	2+1=X

Tutor Pro Tip 4: You lose no points for wrong answers so it is better to have an answer than an empty gap.

Attention! We highly recommend you read the INFO section and do the “BEISPIEL” exercise. This simple step could greatly affect the results.

* **Details Matter:** Pay close attention to spelling, verb tenses and apostrophes (You could lose several points from little mistakes in these areas.)

* **Time:** Take your time and review your answers if you have time. Don't feel pressured to finish early. Nevertheless, don't forget there is a time limit and all unfilled boxes will not be awarded points. If you have some extra time double check all the details.

* **Finished?** After you have finished and have received your score, please gather your things and report once again to the test monitor to receive a point/level report/receipt.

5. What is in a Number? *Interpreting the Results?*

- Your score qualifies you for certain FSZ language classes (you can check your eligibility on the C-test poster or FSZ website.)

- Additionally, we recommend a level that we believe the test indicates would be best for you, which you will find written on the C-test result slip.

Tutor Pro Tip 5: C-test Scores are valid for 3 semesters & can only be taken 1x per semester

Attention! The C-test is only a placement tool – it is not a proficiency test.

Ergebnis	
Snow geese	3/25
Pigs	0/25
Gardening__mistakes	0/25
Tourism	0/25
Summe:	3/100

6. All Done! *What to do Now that you're Finished?*

This depends on when you take the test (Also indicated on C-test results receipt):

a. Before or During Registration (Testing Period): Simply register for a class you qualify for. If you are registered, relax and wait for the places to be awarded.

b. After Registration, but before semester begins (Extended Testing Period): Visit or Contact Fritz Neubauer @ fritz.neubauer@uni-bielefeld.de or in Room S0-101.

c. After the 2nd week of the semester (Late Testing Period): If you want to take a course this semester, please contact the teacher of the course you wish to take, present your C-test results and receive their approval.