


# Spanish for Business Certificate

## Language Placement Testing Instructions

### Why You Need This Test

Before enrolling in Spanish for Business, all students must complete a short online language placement assessment. This helps ensure you are placed at the right level and sets you up for success in the course. The test takes **45 minutes or less** and can be completed on any computer, tablet, or smartphone.

 **Recommended Deadline:** Please complete your placement test by **July 31**. This ensures there is enough time for follow-up communication or oral assessment before the course begins.

### Step-by-Step Instructions

#### 1. Request Your Testing Link

When emailing the UMGC Languages team at [languages@umgc.edu](mailto:languages@umgc.edu) to request your placement test link, clearly state that you are a **PGCPS Dual Enrollment student pursuing the Spanish for Business Certificate**. You will receive a response with the Immersion WebCAPE testing link and any additional instructions.

#### 2. Set Up Your Testing Environment

Before you begin, make sure you:

- Are in a quiet space with a stable internet connection
- Have about 30–45 minutes of uninterrupted time
- Have your UMGC Student ID available (if you have already received one)

#### 3. Register and Begin the Test

When you open your testing link, you will be taken to the Immersion WebCAPE registration page. Complete the following:

- Enter your first and last name
- Enter your email address
- Enter your student ID (if available — leave blank if not yet assigned)
- Review and agree to the Privacy Policy
- Click to begin the assessment

*The test is adaptive*, meaning the questions will adjust based on your responses. Answer each question to the best of your ability — there is no need to look anything up.

#### 4. View Your Results

Once you finish, your **placement result will appear immediately** on the screen. Take a screenshot or photo of the results page — you will need this in the next step.

#### 5. Notify UMGC

After completing the test, send an email to [languages@umgc.edu](mailto:languages@umgc.edu) letting us know you have finished. Please **attach your screenshot** of the results page so we can update our records.

## What Happens Next?

In most cases, your placement result will be used to confirm your enrollment in the appropriate course level. However, if your result falls between levels or does not feel like an accurate reflection of your Spanish proficiency, don't worry, we will coordinate a brief **oral assessment with a UMGC faculty member** to ensure you are placed correctly. Our team will reach out to you directly if this step is needed.

**Questions?** Contact the UMGC Languages team at [languages@umgc.edu](mailto:languages@umgc.edu). We are happy to help.

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