Registering for a Non-USC Language Competency Exam

language@usc administers competency exams for many languages not commonly taught at USC. Competency exams can be used to fulfill the Foreign Language Requirement. Check the Foreign Language Achievement Testing Service (FLATS) for the language in which you want to test. If it is not offered by FLATS, check the Penn Language Center (PLC).

Competency exams are administered on the *Friday of Week 10 of classes* during the Fall and Spring semesters. You must register for the Fall exam by **October 1** and by **March 1** for the Spring exam.

Step 1: Go to flats.byu.edu and click on "Register for a Test"

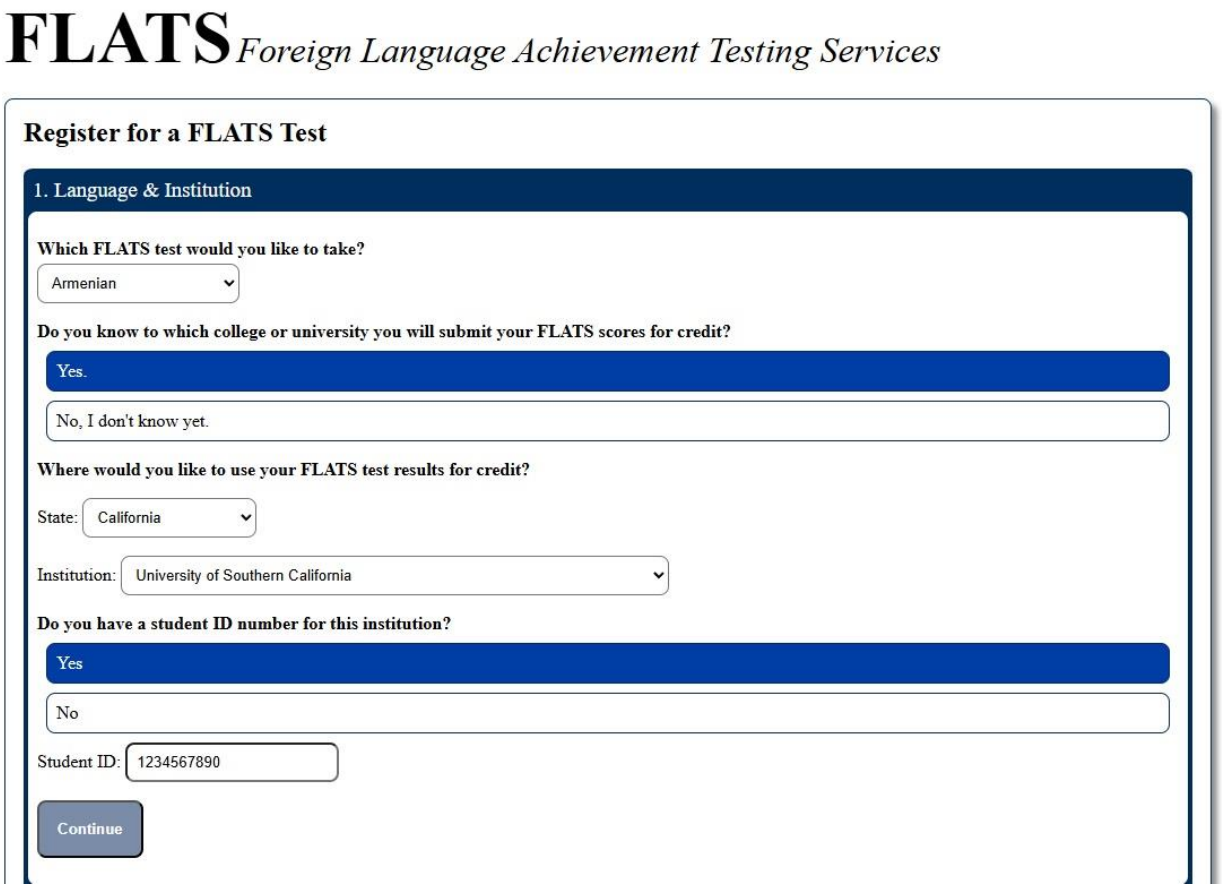
Step 2: Ready to register?

Make sure you have all the requested information ready then scroll down to the bottom of the page and click "Proceed to our registration system" when you are ready to register.

NOTE: You will select where to send your test results in a later step contained within this document.

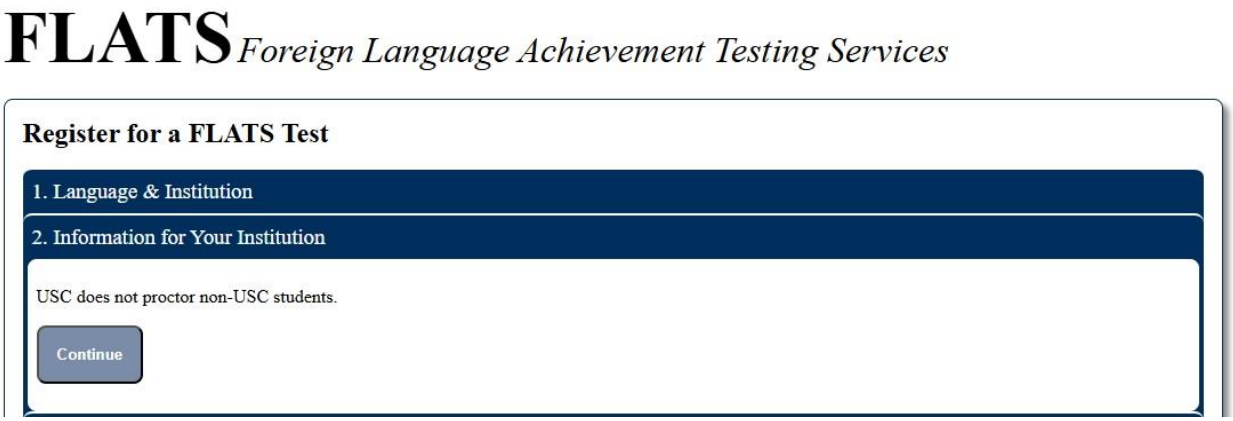
Step 3: Language & Institution

Select which **language** you wish test and find “University of Southern California” in the drop-down menu. You must also input your **10-digit USC ID number**. Click “Continue” when you are ready.



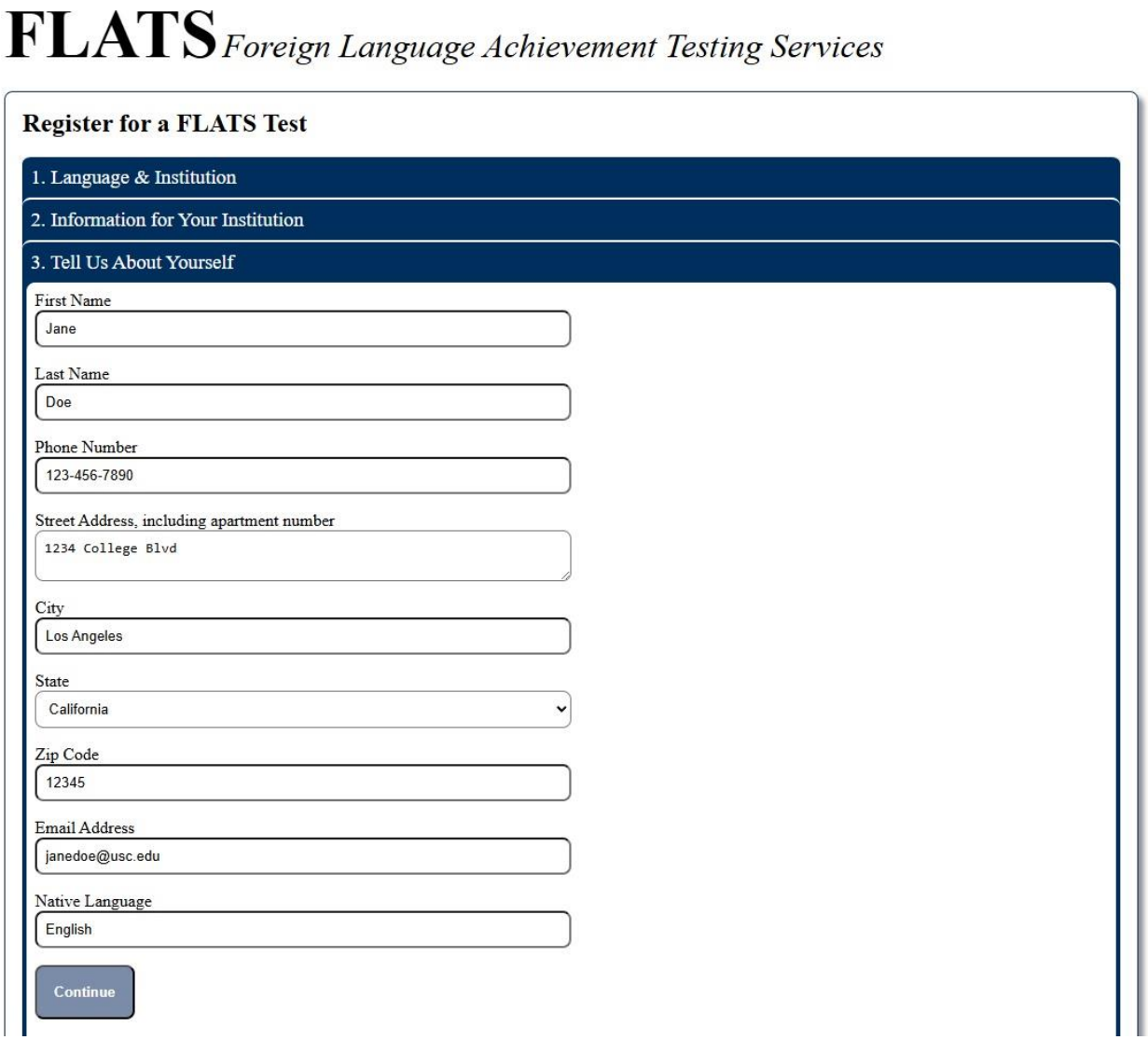
Step 4: Information for Your Institution

Just click “Continue” in this section.



Step 5: Tell Us About Yourself

Input your personal information. You will receive a copy of your FLATS results after you have taken the exam on campus. Click “Continue” when you are ready to proceed.



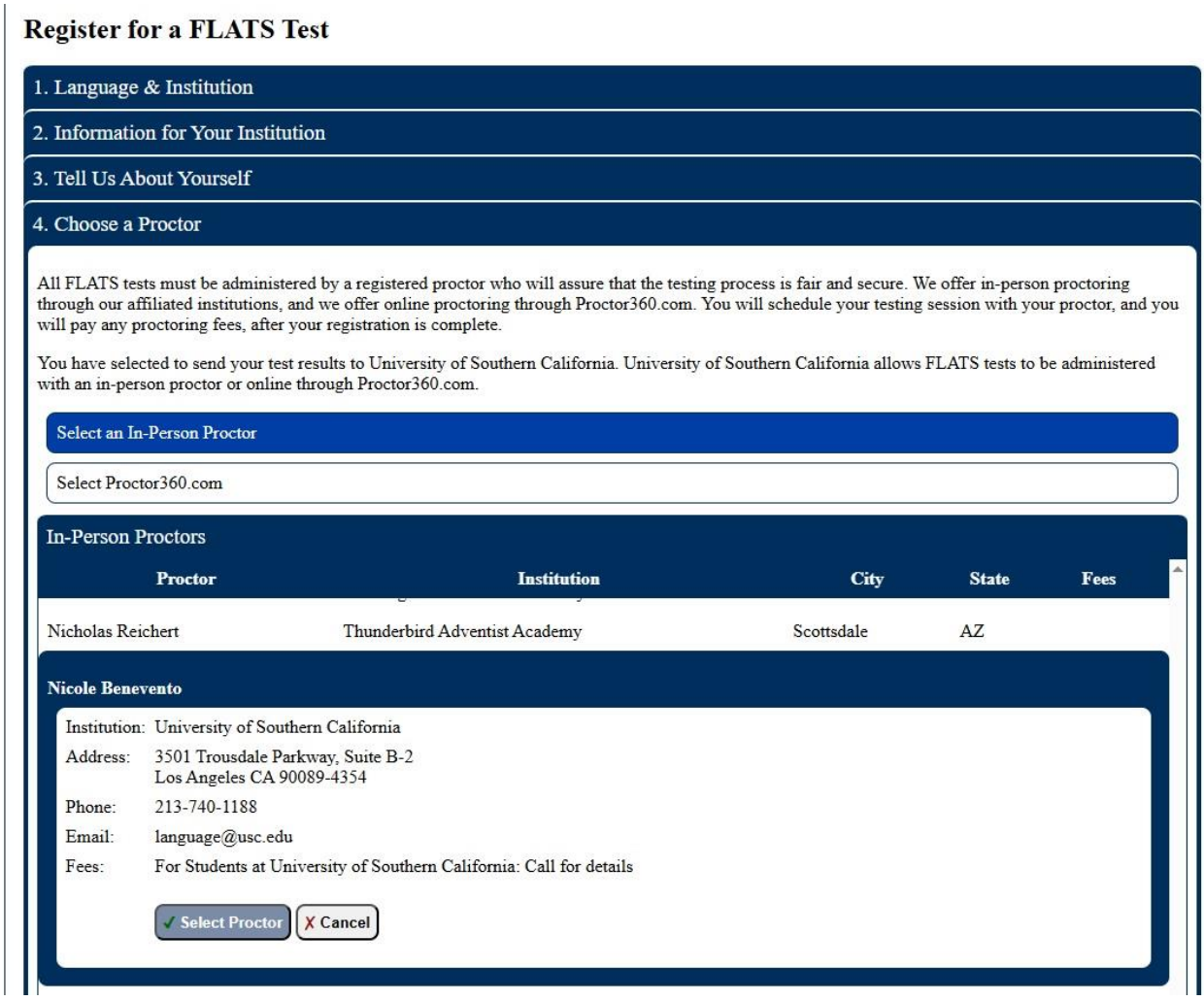
Step 6: Choose a Proctor

All Foreign language Competency Exams must be proctored in-person, on-campus at USC. You must "Select an In-Person Proctor" and then scroll down through the list of In-Person Proctors.

Select "Nicole Benevento"

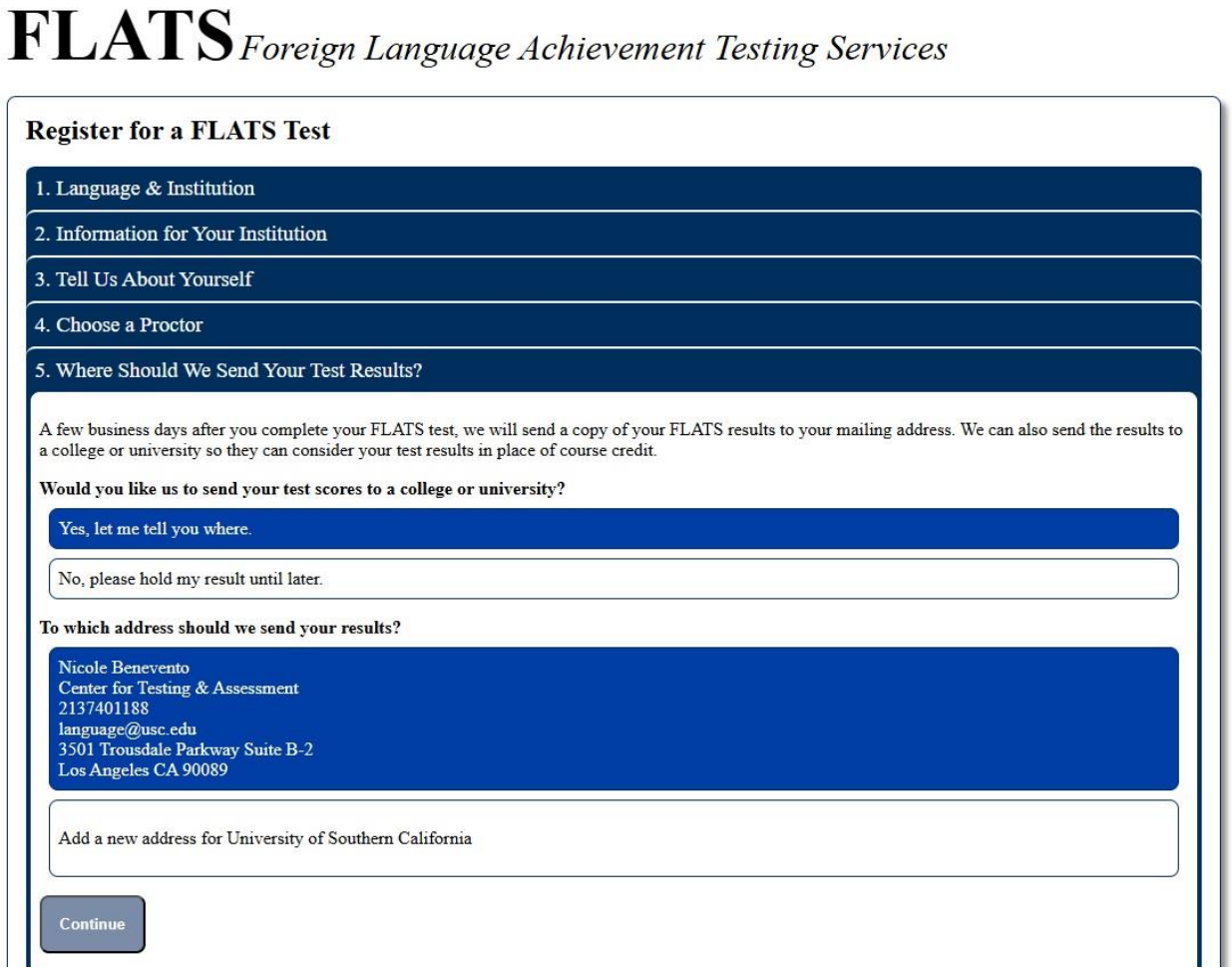
3501 Trousdale Parkway, Suite B-2
Los Angeles, CA 90089-4354
213-740-1188
language@usc.edu

Click "Select Proctor"



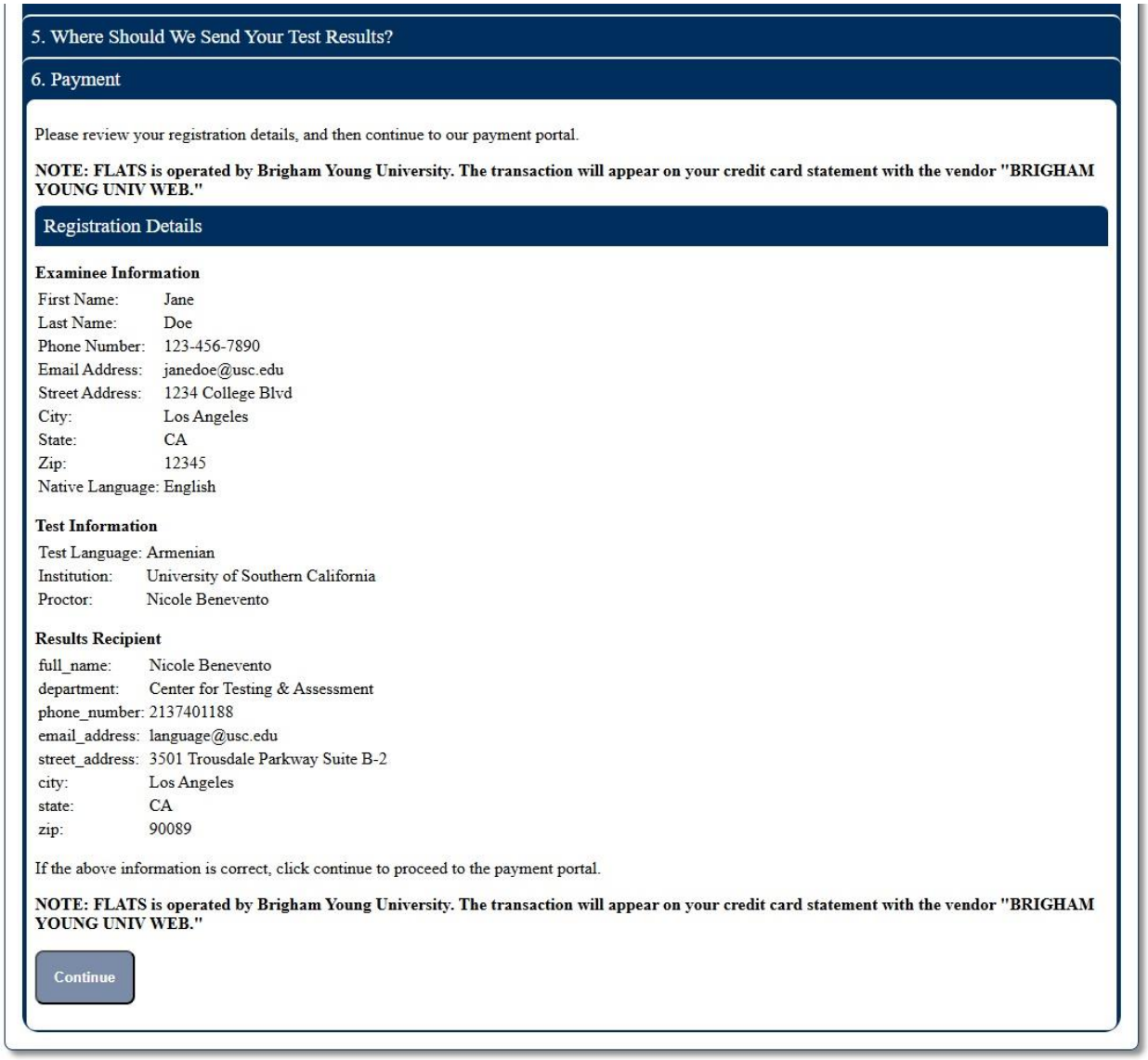
Step 7: Where Should We Send Your Test Results?

Test results must be sent directly to our office at USC from BYU FLATS. We do not accept forwarded results from students. Select “Yes, let me tell you where” and click on the proctor information displayed below. Click “Continue” when you are ready to proceed.



Step 8: Confirm Registration Details

Please review your registration details, and then click “Continue”.



5. Where Should We Send Your Test Results?

6. Payment

Please review your registration details, and then continue to our payment portal.

NOTE: FLATS is operated by Brigham Young University. The transaction will appear on your credit card statement with the vendor "BRIGHAM YOUNG UNIV WEB."

Registration Details

Examinee Information

First Name:	Jane
Last Name:	Doe
Phone Number:	123-456-7890
Email Address:	janedoe@usc.edu
Street Address:	1234 College Blvd
City:	Los Angeles
State:	CA
Zip:	12345
Native Language:	English

Test Information

Test Language:	Armenian
Institution:	University of Southern California
Proctor:	Nicole Benevento

Results Recipient

full_name:	Nicole Benevento
department:	Center for Testing & Assessment
phone_number:	2137401188
email_address:	language@usc.edu
street_address:	3501 Trousdale Parkway Suite B-2
city:	Los Angeles
state:	CA
zip:	90089

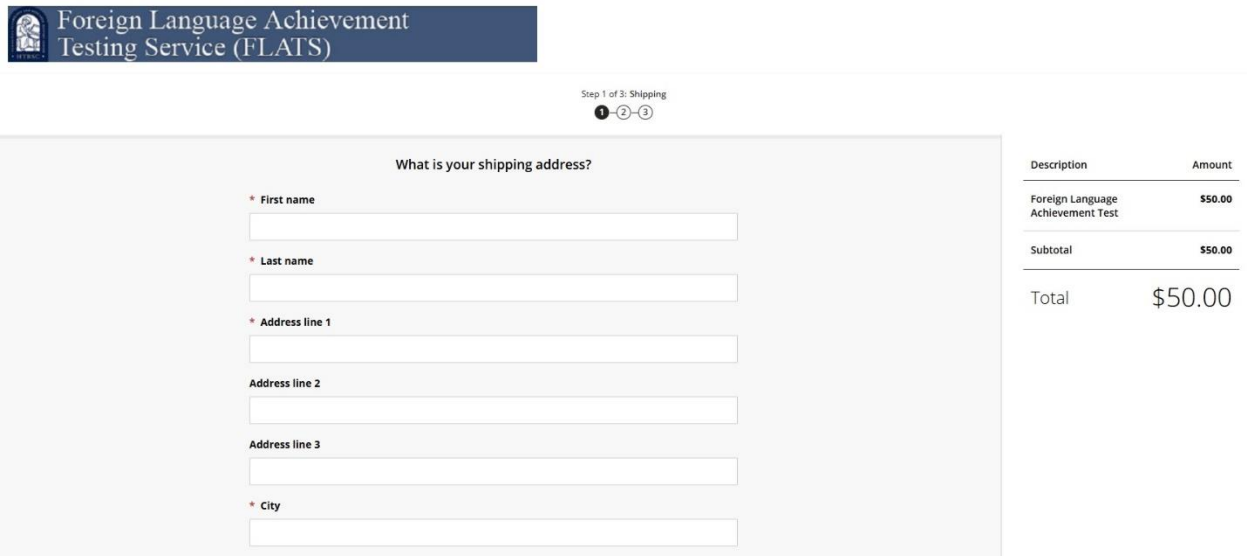
If the above information is correct, click continue to proceed to the payment portal.

NOTE: FLATS is operated by Brigham Young University. The transaction will appear on your credit card statement with the vendor "BRIGHAM YOUNG UNIV WEB."

Continue

Step 9: Payment

You will be taken to BYU's payment portal where you will enter your payment information. The cost of the exam is $50.00.



Step 10: Confirmation

You should receive an email confirmation of your registration within 1-3 business days. The email will contain:

Test Language
Confirmation Number
Examinee Access Code

This information will also be sent to the proctor, along with the **Proctor Access Code** that is necessary to begin the test. The exam proctor will give you this code when you come to take the exam on the scheduled date/time.

You can check upcoming exam dates at https://dornsife.usc.edu/languages/events/ and click on "Non-USC Foreign Language Exams".

Remember: You must register for the Fall exam by **October 1** and by **March 1** for the Spring exam. We will send an email to all registered students after the registration deadline with details about your upcoming exam along with the room location.

If you have questions or concerns, please email language@usc.edu