

SPEAK Test Release, Appointment, and Submission of SPEAK Test Score Form

Release Form

After reading the SPEAK Test Policies and Procedures, and signing this form, the student may request an appointment to take the SPEAK Test. Test times are Monday through Friday, 8:00 am to 9:00 am and 3:00 pm to 4:00 pm. The test takes about 30 minutes. Within five (5) days after the test date, the Office of Graduate and Continuing Studies and the student will receive the SPEAK Test score.

First Name	Last Name	PSU ID#
Address		Telephone number
Email	Graduate program	GTA position applying for (if known)

I have read and understand the SPEAK Test Policies and Procedures. I give the International Programs and Services Office permission to release my SPEAK score to the Office of Graduate and Continuing Studies:

Student Signature	Date
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[] \$50 SPEAK Test Fee PAID – Fee Paid On: _____

Appointment

_____ in 120 Whitesitt Hall.
Date & Time

Bring your student ID, and arrive 5 minutes before your appointment. If you cannot keep this appointment, call the International Programs and Services Office at (620) 235-4680 or email iss@pittstate.edu as soon as possible.

Submission of SPEAK Test Score

Score	Date test taken	Previous scores and dates taken
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Frequency of Testing

A prospective international graduate teaching assistant may take the SPEAK test by appointment two times within a period of 10 days. If the student's score is 45 for either of the initial two tests, the student may take the test one more time within 10 days of the second test. If the student's score is below 45 for the initial two tests, or if the score on the third test is below 50, the student must wait 30 days before taking the test again.

Aaron Hurt International Programs and Services (620) 235-4680 iss@pittstate.edu	Date
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SPEAK Test Policies, Procedures, and Release & Appointment Form

International students at Pittsburg State University who wish to be considered for employment as graduate teaching assistants must submit one of the following to the Office of Graduate and Continuing Studies as part of the application process:

- a score of 22 or above on the speaking section of the TOEFL iBT
or
- a score of 50 or above on the SPEAK test

Administrative and research assistants do not need to meet this language requirement.

The Office of Graduate and Continuing Studies at Pittsburg State University authorizes the International Programs and Services Office to schedule, administer, and score the SPEAK test for international graduate students who do not have a TOEFL iBT score.

Frequency of Testing

A prospective international graduate teaching assistant may take the SPEAK test by appointment two times within a period of 10 days. If the student's score is 45 for either of the initial two tests, the student may take the test one more time within 10 days of the second test. If the student's score is below 45 for the initial two tests, or if the score on the third test is below 50, the student must wait 30 days before taking the test again.

Scheduling to Take the SPEAK

To schedule a SPEAK Test, a student must go to the International Programs and Services Office in 118 Whitesitt Hall. The student will receive a SPEAK Test Release, Appointment, and Submission of SPEAK Test Score Form. After reading and signing the Form, the student may request an appointment to take the SPEAK Test. Test times are Monday through Friday, 8:00 am to 9:00 am and 3:00 pm to 4:00 pm. The test takes about 30 minutes. The student will receive a SPEAK Practice Test booklet to take home to prepare for the test. This should be brought back and given to the test supervisor on the day of the test. For more information, contact Aaron Hurt at (620) 235-4680 or iss@pittstate.edu.

Reporting of Scores

The International Programs and Services Office reports SPEAK Test scores to the Office of Graduate and Continuing Studies and to the student within **five days after the test date**.

SPEAK Test Fee

There is a \$50 fee for each time the SPEAK Test is administered. This fee must be paid before the test is taken. This fee can be paid in the International Programs and Services Office, 118 Whitesitt Hall.

SPEAK Test Procedures

- The SPEAK test will be given in 120 Whitesitt Hall.
- The student should come 5 minutes before the time of the appointment.
- The student must bring a signed SPEAK Test Release, Appointment, and Submission of SPEAK Test Score Form, and a PSU ID.
- The student will be tested in a quiet room with a test booklet and 2 tape recorders – one for playing the test instructions and another for recording the spoken answers of the student. The student does not need a pen, pencil, or paper.
- A test supervisor will help the student get set up and will stay in the room during the test.
- The student will be required to leave all belongings with the test supervisor.
- The test supervisor will check that the student understands the instructions.
- The test supervisor will check the equipment and start the recorders.
- The test supervisor will remind the student that if the student pauses the recorders at any time, the test will not be valid. The test supervisor will stop the test at that point, and the student may not complete the test at that time. He or she will have to reschedule based on the Frequency of Testing policy.
- When the test is done, the student is free to leave.
- The Office of Graduate and Continuing Studies and the student will receive the SPEAK Test score **five (5) days after the test date.**