

Foreign Language Achievement Testing Service (FLATS)

Students who want to take the FLATS test need to sign up and pay for the test before it can be proctored. FLATS testing is available at the Parham Road and Downtown Campus Testing Centers. Hours to take the test are: Monday – Thursday 9am – 4:30pm; Friday 9am-11:30am. **Before you take your test, contact the Testing Center to make sure they have received your information. The phone number for the PRC Center is 523-5411 and the DTC Center is 523-5470. They cannot proctor the exam unless (1) you have registered and (2) they have received an individualized password for your test from the Foreign Language Achievement Testing Service.**

To sign up for the test, visit this site:

<http://flats.byu.edu/>

Go to:

- Online Tests
- Register for a test

Complete the form on the site. Use the information highlighted in yellow to accurately complete the online form.

FLATS Registration Form for Testing through Online Correspondence

First Name:	<input type="text"/>	Student First Name
Last Name:	<input type="text"/>	Student Last Name
Student ID Number: (If you don't have a student ID, enter another number by which your institution can identify you)	<input type="text"/>	Use your Reynolds ID
Current Address:	<input type="text"/>	Student Address
Current City:	<input type="text"/>	Student City
Current State:	<input type="text" value="Alaska"/>	state
Current Zipcode/Postal Code:	<input type="text"/>	Student zip code

Current Telephone: Student telephone

Email: Student VCCS e-mail

Confirm Email: Student VCCS e-mail

Native Language: Type in your native language

Current University: Pick J.Sargeant Reynolds

Language to be Tested: Pick French Arabic or Spanish

Proctor Information

Your proctor needs to be someone at your educational institution that is certified with us; please contact us if you do not already know whether or not a certified proctor exists at your institution. It is your responsibility to arrange the time and place (at least one day in advance) of your exam with the proctor; do not expect the proctor to contact you and do not show up to take your exam without contacting the proctor first.

Name: For DTC, use Ms. Patricia Evans
For PRC, use Ms. Erin Cash

Department: Testing Center

Educational Institution: J. Sargeant Reynolds Community College

Address: P.O. Box 85622

City, State Zipcode: Richmond, VA 23285-5622

Phone: PRC: 804-523-5411
DTC: 804-523-5470

Email: PRC: PRCTestesting@reynolds.edu
DTC: DTCtesting@reynolds.edu

Confirm Email: PRC: PRCTestesting@reynolds.edu
DTC: DTCtesting@reynolds.edu

Additional Results Sent To:

All students will automatically receive a copy of their own results, sent to the address listed above. If your results are to be sent additionally to your institution, please enter the information below (do not enter your own information below). If you would like us to retain your results until a later time, please check the "hold" box.

Hold results so student will be the only one to receive a copy of the results)

Name:	<input type="text"/>	Ms. Karen Pettis-Walden, Director
Department:	<input type="text"/>	Central Admissions & Records
University:	<input type="text"/>	J. Sargeant Reynolds Community College
Address:	<input type="text"/>	P.O. Box 85622
City, State Zip:	<input type="text"/>	Richmond, VA, 23285-5623
Phone:	<input type="text"/>	804-523-5029
Email:	<input type="text"/>	admissions@reynolds.edu

In order to complete registration, we require your payment of \$50.00. Please ensure that all information above is correct, then click the 'proceed to payment' button below. **You are NOT registered until you complete the payment information and check out on the next screen. You must complete your registration at least 1 day prior to the scheduled exam date.**

Students must pay \$50 to take the test by clicking the "proceed to payment" button.

You will receive a password at your e-mail account, which you need to bring with you to the Testing Center. It may take up to 48 hours to receive this password. The Testing Centers cannot test you without it and do not have a way to retrieve it.

All tests are proctored. It is the student's responsibility to make necessary arrangements with the proctor to take a test. All tests are multiple-choice and are scored as pass/fail. Students are allowed 2 ½ hours to complete the test. Please allow two weeks for completion of the reporting process.

For general information about the test, please visit: <http://flats.byu.edu/tips.php>

Test Format

Information from the FLATS website: All tests have a listening, reading and grammar component and cover the equivalent of the first three semesters of a given language, i.e. 101,

102, and 201. The tests are multiple-choice. All tests are on a pass/fail basis and graded credit will NOT be given. Students are allowed two and a half hours to complete their test.

Reynold Community College-specific information: Based upon each student's individual results on FLATS, Reynolds will award up to one year of Arabic credit (ARA 101-102) and up to 3 semesters of credit in other World Languages that the College offers.

Reynolds annually offers on-campus classes of 101-102 (first year) and 201-202 (second year) in the following World Languages: American Sign Language (ASL), French, & Spanish. Students are encouraged to take ASL, French or Spanish if your curriculum requires 4 semesters of a foreign language. FLATS is not offered in ASL.

For complete information regarding satisfying the foreign language requirement, please contact the World Language Program Head at 804-523-5263.