

# Foreign Language Achievement Testing Service (FLATS)

Starts Monday, July 27, 2015 for Reynolds Community College Students

Students who want to take the FLATS test in Spanish or French 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.

To sign up for the test, visit this site:

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

Go to:

- Online Tests
- Register for a test

Complete the form. Use the information highlighted in yellow.

## FLATS Registration Form for Testing through Online Correspondence

First Name:  Student First Name

Last Name:  Student Last Name

Student ID Number:  
(If you don't have a student ID, enter another number by which your institution can identify you)

Use your Reynolds ID

Current Address:  Student Address

Current City:  Student City

Current State:  state

Current Zipcode/Postal Code:  Student zip code

Current Telephone:  Student telephone

Email:  Student VCCS e-mail

Confirm Email:  Student VCCS e-mail

Native Language:  Write in your native language

Current University:  Pick J.Sargeant Reynolds

Language to be Tested:  Pick French 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:  Ms. Karen Pettis-Walden, Director  
Department:  Central Admissions & Records  
University:  J. Sargeant Reynolds Community College  
Address:  P.O. Box 85622  
City, State Zip:  Richmond, VA, 23285-5623  
Phone:  804-523-5029  
Email:  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.

### Test Format

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.

BEFORE REGISTERING FOR A FLATS TEST contact your school or institution to see whether they will award you credit from your university based on your performance on a FLATS test. 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>