



BYU Foreign Language Achievement Testing Service (FLATS)

Effective September 30th, 2019 SHAC Testing Services will offer proctoring for BYU FLATS exams only to current PSU students.

The BYU Foreign Language Achievement Testing Service (FLATS) gives students the opportunity to demonstrate language proficiency and fulfill second language requirements. SHAC Testing Services offers proctoring for BYU FLATS exams to current PSU students only. We cannot proctor BYU FLATS exams for non-PSU students. More information about the BYU FLATS exam, including which languages are offered, can be found on the [BYU FLATS website](#).

Information for Students

- Contact [The Department of World Languages](#) for information on languages offered and eligibility for BYU FLATS exams.
- The Department of World Languages requires PSU students to submit an Examination Request form and receive approval in order to take a BYU FLATS exam. Students need to contact [The Department of World Languages](#) before scheduling an appointment.
- The Department of World Languages requires students to take BYU FLATS exams prior to the end of week 8 during each term.

Registering for BYU FLATS

Testers must:

1. Confirm PSU accepts the BYU FLATS exam they are intending to take.
 2. Register and pay for the exam through the [BYU FLATS website](#).
- To Register for a FLATS Exam through the [BYU FLATS website](#):
 - a. Select “Online Tests” from the Menu and choose “Register for a Test”
 - b. Fill out the *FLATS Registration Form for Testing through Online Correspondence* with your information.
 - c. Fill out the Proctor Information with the following details:
 - i. Name: Heather Goah
 - ii. Department: SHAC, Testing Services
 - iii. Educational Institution: Portland State University
 - iv. Address: 527 SW Hall Street, Suite 340
 - v. City, State, Zip Code: Portland, OR 97201
 - vi. Phone: 503-725-5301
 - vii. Email/Confirm Email: testing@pdx.edu
 - d. Fill out the *Sending Results to Your School* with the following details:
 - i. Name: ZoeAnn Dimond
 - ii. Department: World Languages and Literatures
 - iii. University: Portland State University
 - iv. Address: PO Box 751
 - v. City, State, Zip Code: Portland, OR 97207-0751

- vi. Phone: 503-725-3522
- vii. Email: world@pdx.edu
- e. Select "Proceed to Payment."

- 3. [Make an appointment](#) with SHAC Testing Services to take the exam.

Fees

There are two fees for BYU FLATS exams, paid separately:

1. BYU FLATS charges a \$50 fee to purchase the exam. This fee is paid to BYU directly. Note: BYU charges \$75 for some exams. See the BYU FLATS website for details.
2. SHAC Testing Services requires a non-refundable, non-transferable \$35 proctoring fee, paid at the time of registration.

Appointments

- Appointments are required and available as space permits.
- Exams must be scheduled at least 24 hours prior to the intended appointment time.
- All scheduling is done through our [online scheduling system](#).
- Appointments are final and cannot be rescheduled or refunded.

Testing Policies

- Valid photo ID is required prior to testing.
- The tester must be a currently enrolled PSU student.
- Only permitted testing materials are allowed in the testing room.
- All personal items and prohibited materials must be stored in lockers prior to testing. Lockers are free and secure.
- Prohibited items include, but are not limited to:
 - Cell phones, pagers, and other electronic and recording devices.
 - Watches, fit-bits, and electronic bands.
 - Hats.
 - Bags.
 - Food (including candy and gum).
 - Beverages (including water).
 - Any unauthorized testing aids.
- Testers may not access personal items, or leave the building, at any time during the exam.
- Time warnings will not be provided. Test takers are responsible for monitoring their testing time.
- Testing must be completed by 5 p.m.
- Tests will not be administered past the deadline set by the instructor or institution.
- SHAC Testing Services provides pencils, scratch paper (if allowed), and noise reduction devices.
- Testing rooms are monitored by closed-circuit cameras.
- Testing Services is a fragrance free environment.
- Children cannot enter the testing room and cannot be left unattended.

Scoring

Students can direct questions about scoring to [The Department of World Languages](#). SHAC Testing Services does not interpret scores or results. For information about scores please contact [BYU FLATS](#).

Note: There is a six month waiting period for retaking a BYU FLATS exam.

Academic Dishonesty and Cheating

The [Student Code of Conduct](#) provisions regarding disruptive behavior and academic dishonesty apply to exams administered at SHAC Testing Services. Testers must abide by SHAC Testing Services Policies. Irregularities during testing will be reported to PSU Code of Conduct and BYU FLATS.

Cheating includes, but is not limited to:

- Having non-permitted items in the testing room.
- Going beyond the allotted testing time.
- Accessing prohibited materials during testing.
- Giving or receiving help from other students.

Linked Content URLs:

BYU FLATS - <https://flats.byu.edu/>

SHAC Testing Services Appointment Registration Site - <https://www2.registerblast.com/pdx/Exam/List>

PSU Department of World Languages - <https://www.pdx.edu/wll>

PSU Department of World Languages Requirements - <https://www.pdx.edu/wll/foreign-language-requirements>

Student Code of Conduct - <https://www.pdx.edu/dos/policies-codes-of-conduct-at-psu>