SHAC
COUNSELING — DENTAL — HEALTH PROMOTION — MEDICAL — TESTING
CENTER FOR STUDENT HEALTH & COUNSELING
YOUR PSU WELLNESS RESOURCE

Portland State
UNIVERSITY

WebCAPE

WebCAPE is an adaptive, non-credit, language exam available to Portland State University students wanting to prove proficiency in Spanish, French, or German to meet the PSU language requirement.

Approval for Proctoring
- The Department of World Languages requires PSU students to submit an Examination Request form and receive approval in order to take the WebCAPE. Students need to contact The Department of World Languages before scheduling an appointment.
- The Department of World Languages also requires students to take WebCAPE exams prior to the end of week 8 during each term.

Fees
There are two fees for the WebCAPE exam, paid separately:
1) SHAC Testing Services charges a $12 proctoring fee, billed to the student's PSU account.
2) A $10 fee is paid to WebCAPE directly on the test day. Students will need to bring a debit/credit card in order to pay this fee. Payment prior to the exam day will invalidate proctored WebCAPE scores.

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.
- To reschedule an appointment, contact SHAC Testing Services prior to the exam time.
- To cancel an appointment, contact SHAC Testing Services prior to the exam time, and you will not be billed the proctoring fee.
- If a student does not show up for the scheduled appointment, the $12 proctoring fee will be billed to the student's PSU account.

Test Day
Be prepared on the test date with:
- A current photo ID.
- Your PSU Student ID number.
- A debit or credit card for the $10 WebCAPE fee.

Testing Policies
- Valid photo ID is required prior to testing.
- 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.

- o Hats.
- o Bags.
- o Food (including candy and gum).
- o Beverages (including water).
- o 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.

Scores

After the exam, a copy of the Score Report will be issued to the student, and SHAC Testing Services will send a copy to the Department of World Languages. Students should contact or visit the [Department of World Languages](https://www.pdx.edu/wll/) for advising and questions about their scores. The Department of World Languages can be reached at 503-725-3522 or world@pdx.edu.

Academic Dishonesty and Cheating

The Student Code of Conduct provisions regarding disruptive behavior and academic dishonesty apply to exams administered at SHAC Testing Services. Students must abide by [Portland State University's Code of Conduct](https://www.pdx.edu/dos/psu-student-code-conduct) and SHAC Testing Services Policies. Violations will be reported to the University Conduct and Community Standards office and the Department of World Languages.

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:
PSU World Languages - https://www.pdx.edu/wll/
SHAC Testing Services Appointment Registration Site - https://www2.registerblast.com/pdx/Exam/List
Portland State University Code of Conduct - https://www.pdx.edu/dos/psu-student-code-conduct