

## **Placement at Goethe-Jinchuang Language Learning Center Shanghai (registration, procedures and conditions )**

When enrolling in one of our language courses, we recognize the following language certificates in order to arrange access to a class at the right level for you:

- Language certificates from the Goethe Institute or a similar official test provider
- Confirmation of participation in courses at the Goethe Institute or Goethe language learning centers

However, these certificates must not be older than six months.

If you have such a certificate or confirmation of attendance, please indicate this to us in the online registration for our courses under " Would you like to add something? " And also tell us the level at which you would like to book your class. After reviewing your record, we will let you know if you can register directly or if you need to participate in a placement test first.

If you have previous language knowledge but no language certificate or a confirmation of participation for a previously attended course, please let us know in the online registration for our courses under "Would you like to add something?" that you need a placement test and also tell us the level at which you would like to book your class.

Steps to register for a placement test:

1. Fill out the online registration form on our website.
2. You will receive a response by email within two working days (weekends are not included) containing details on the placement test as well as proposed appointment times.
3. Choose a suitable date for your placement test and respond accordingly to the email.
4. Shortly after that you will receive confirmation of your appointment, the exact time of your placement test as well as a payment prompt including details on the transfer process (registration fee 100 RMB).
5. Please pay the registration fees within 24 hours via online bank transfer and send us the acknowledgment of payment by email.

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6. Within two working days you will receive a final registration confirmation

Steps of the placement tests :

1. The teacher conducting your placement test will invite you to the oral placement (10 min.) which will take place in a live meeting via Zoom (a video conferencing tool).
2. In the invitation you will receive relevant access data to the Zoom meeting. At your end you need a device (PC, laptop, tablet or handset) with a browser and a stable internet connection.
3. After connecting to Zoom under your real name (identical to name used in the registration process for the placement), you will enter a virtual waiting room, from which your placement teacher will pick you up as soon as she/he can. Please, be patient. We try to maintain our schedule as accurately as we can.
4. Based on the assessment of your oral language skills and your desired course level your placement teacher will send you a writing task via email. You are then expected to write a text according to the given task and return your text in a predetermined timeframe to your placement teacher via email.
5. Within two working days you will receive your test results along further information on the registration into our course system.

Important notice:

1. The results of the placement test expire after six months.
2. Within the six months following the placement test, the registration fee of 100 RMB can be credited 100% on booking a standard course at the Goethe-Jinchiang Language Center Shanghai (the validity of the placement test usually comprises three course terms at Goethe-Jinchiang). It's not possible to use the placement test fees as a credit when enrolling in exams or exam trainings.
3. If you need to reschedule your placement test, we need notice at least 48 hours before.
4. Only one rescheduled appointment can be granted.

5. Cancellation of a scheduled placement test is possible at any time. The fees cannot be refunded.
6. Registration fees for placement tests cannot be refunded, even if no course is subsequently booked with Goethe-Jinchiuang or if Goethe-Jinchiuang does not offer the desired course within six months.