



Student | Instructions for the Online Language Examination

The following is a guide to ensure a measure of transparency and accountability as you take the language placement or competency exam(s) online. Sustaining online language exams is contingent upon adherence to these guidelines, which are also communicated to your proctor upon registration.

Exam Administration

Exams are created and administered through [Canvas](#). Other than ThM Modular students, who may take the online exam at any of the normal exam dates (found [here](#)), students must contact Academic Affairs directly to ask permission to take the online version of the exam. Permission is granted only under exceptional circumstances that preclude a student from taking the on-campus version of the exam. Students are enrolled in the online exam directly by Academic Affairs.

You are responsible to make arrangements with an approved proctor,¹ with whom you will coordinate a 2-hour period within the 7 days allotted for the online exam.

Exam Procedure

At the place and time arranged between you and your proctor, the following requirements must be met:

Exam Length: 2 hours

Testing Environment: You are allowed to use your own computer. You will log into Canvas and locate the exam for which you've registered, which will be an exam in one or both of the following categories: Greek Competency and Placement Exam, Hebrew Competency and Placement Exam (see screen shot of Hebrew Exam page).

▼ Hebrew Competency and Placement Exams

Level 1 - MAR/MDiv Exam for testing out of HEBREW ONE only 32 pts
Levels 1-3 - MAR/MDiv Hebrew placement exam for all three levels 31 pts
ThM Competency Exam in Biblical Hebrew 31 pts

¹ An 'approved proctor' may include: a pastor, ruling or teaching elder in your church. All other proctor's will need to be pre-approved by Academic Affairs (email: academicaffairs@wts.edu with inquiries).

The online testing environment should mimic the ‘in-class’ testing environment as much as possible. No aids of any kind are allowed.² Use of books, notebooks, or phones are prohibited, although blank scratch paper may be used if needed. No other programs (e.g., Word, Excel) or online aids may be consulted.

Exam Submission: When you complete the exam, select the button “Submit all and finish.” This completes the exam.

At the conclusion of the exam, both you and your proctor must electronically sign a statement of compliance with the honor code to signify that the exam was taken according to the requirements above. This document is sent initially to your email address as well as your proctor’s via HelloSign at the beginning of the exam period, and is to be signed first by you and then the proctor. This document, once signed, is automatically sent to Academic Affairs for approval.

Note: For the future integrity of the exam, no part of the exam may be copied or shared. Copying or sharing any part of the exam is considered a breach of the honor code.

Help: Any questions may be directed to academicaffairs@wts.edu

² Note that masters level students (MAR, MDiv), who are taking the general Hebrew exam (levels 1-3), may use a lexicon, but only on the very last translation of the exam.