Classical and Modern Languages Department
Online Placement Exam

Dear student,

On behalf of the Classical and Modern Languages Department, welcome to Hotchkiss!

To place you in the most appropriate language level for next year, we ask that you complete an online placement exam. We offer exams in **Chinese, French, Latin, and Spanish**. Please take the exam(s) for any language you are considering studying. You may take more than one exam if applicable, but you may not take the same exam more than once.

Each exam is designed for students with a wide range of prior experience. You are **not expected to answer every question or complete every section**- simply do your best and follow the directions carefully.

Testing Guidelines:

- Each exam is designed to take **60 minutes or less**, with **up to 90 minutes allowed**
- **Once you open an exam, you must complete it in one sitting**
- Please complete your exam(s) by **Monday, June 1st**

To ensure accurate placement, it is essential that your work reflects your own abilities. Please:

- Do **not** use dictionaries, translators, AI tools, or any outside resources
- Do **not** receive help from other people
- Disable spell-check or grammar tools before beginning

Your honest effort will help us place you in the most appropriate level. If possible, please avoid waiting until the last minute to complete your exam.

Finally, please do not hesitate to contact us with any questions or concerns. Our registrar, Ms. Mechare, is also available via email at hmechare@hotchkiss.org to answer questions, especially during the summer when school is not in session.

We look forward to welcoming you to campus in the fall.

Sincerely,
Kristy Doscher, Head of the Classical and Modern Languages Department

How to Access and Complete the Placement Exam

To begin your placement exam, please use a web browser such as Chrome, Firefox, Safari, or Microsoft Edge.

1. Go to the following website: **http://placement.hotchkiss.org**

2. Log in using the student email address provided during the admissions process. The password is Bearcat1. If you experience any issues logging in, please contact the registrar for assistance (hmechare@hotchkiss.org).

3. From the Canvas homepage, select the **"Courses"** menu and choose **"Language Placement Test."** This will take you to the placement exam course page.

4. Select the placement exam for the language(s) you wish to take. You may complete **more than one exam if you have experience in multiple languages**, but each exam may only be taken once.

5. Complete the exam carefully and follow all directions within the test. Each exam is designed to take **60 minutes or less**, and must be completed in **one sitting**. Once you begin, you should plan to finish the exam before exiting. When you are finished, click **"Submit Quiz."**

Speaking component (if applicable)

Some exams may ask you to submit an audio response. If so, please record your response using a phone or computer (for example, Voice Memos, QuickTime, or another recording app).

Save your recording as an MP3 or MP4 file, then upload it by clicking "Choose File" and following the instructions in Canvas.

Typing Accents and Special Characters

Creating Accent Marks (French, Spanish, German)

On Mac

You can type accented characters using key combinations:

- Acute (á, é, í, ó, ú): press and hold the letter → select the accented option (or Option + e, then the letter)
- Grave (è, à, ù): press and hold the letter → select the accented option (or Option + `, then the letter)
- Circumflex (â, ê, î, ô, û): press and hold the letter → select the accented option (or Option + i, then the letter)
- Umlaut (ä, ë, ï, ö, ü): press and hold the letter → select the accented option (or Option + u, then the letter)
- Tilde (ñ, Ñ): Option + n, then the letter
- Cedilla (ç, Ç): Option + c

On Windows (10/11)

There are two common options:

Option 1: Press-and-hold method (recommended)

- Hold down a letter key (for example: a, e, n, c)
- A menu of accented options will appear
- Select the correct character

Option 2: Keyboard shortcuts (Alt codes)

- Use the numeric keypad (Num Lock must be on)
- Hold Alt and type the number code, then release Alt
- Example: Alt + 0233 = é

Using Chinese Characters (Simplified Pinyin Input)

On Mac

1. Go to System Settings → Keyboard → Input Sources
2. Click Add Input Source (+)
3. Select Chinese (Simplified) → Pinyin - Simplified
4. Add it to your keyboard list
5. Switch input methods using the menu bar or shortcut

To type:

- Enter pinyin (romanized spelling)
- Choose the correct character from the selection list

On Windows 10/11

1. Go to Settings → Time & Language → Language & Region
2. Select Add a language
3. Choose Chinese (Simplified, China)
4. Install the Microsoft Pinyin Input Method Editor (IME)
5. Switch languages using the taskbar or Windows key + Spacebar

To type:

- Enter pinyin (romanized spelling)
- Select the correct Chinese character from the options provided