**LANGUAGE PROFICIENCY EXAMINATION (LPE)**

# HOW TO USE THE ANSWER SHEET

1. USING A **NUMBER 2 PENCIL**, WRITE YOUR FAMILY NAME AND GIVEN NAME IN THE SPACES PROVIDED ON THE FRONT PAGE OF THE ANSWER SHEET. THEN, FILL IN THE BUBBLES CORRESPONDING TO EACH LETTER OF YOUR NAME. WRITE YOUR PRINTED FULL NAME AND THE TEST SITE NAME (THE TEST SITE NAME WILL BE ANNOUNCED BY THE ADMINISTRATOR ON THE DAY OF THE EXAMINATION).

2. IN THE SPACES PROVIDED, ALSO INDICATE YOUR DATE OF BIRTH, YOUR INDEX NUMBER AND THE LANGUAGE IN WHICH YOU ARE BEING TESTED. WRITE THE TEST SITE NUMBER IN THE SPACE PROVIDED (THE TEST SITE NUMBER WILL BE ANNOUNCED BY THE ADMINISTRATOR ON THE DAY OF THE EXAMINATION).

3. THERE IS ALSO A SPACE FOR THE DATE OF THE EXAM. UNDER THE COLUMN FOR THE 'MONTH', FIND THE CIRCLE LABELED **SEPT** AND FILL IT IN. DO THE SAME FOR 'DAY' BY FILLING IN THE CIRCLES FOR **1 (OR 2)**. LIKEWISE, FOR 'YEAR' FILL IN THE CIRCLES FOR **2009**.

4. COMPLETE ANONYMITY IS REQUIRED. YOUR NAME MAY ONLY APPEAR ON THE COVER PAGE OF THE ANSWER SHEET, WHICH WILL BE REMOVED BEFORE CORRECTION OF THE COMPOSITION. **DO NOT WRITE YOUR NAME ANYWHERE ELSE ON THE ANSWER SHEET.** SHOULD YOU NEED TO REFER TO FAMILY OR COUNTRY NAMES IN YOUR COMPOSITION, YOU ARE REQUESTED TO USE LETTERS (E.G.: MR. X, COUNTRY C). NON COMPLIANCE WITH THIS INSTRUCTION WILL ENTAIL AUTOMATIC DISQUALIFICATION.

5. THE EXAMINATION WILL START WITH THE COMPOSITION.

6. YOU SHOULD WRITE YOUR COMPOSITION ON PAGES LABELED 'ESSAY' AND 'ESSAY(CONTINUED)' OF THE ANSWER SHEET. **YOU WILL NOT BE PROVIDED WITH ADDITIONAL PAGES. IT IS YOUR RESPONSIBILITY TO CAREFULLY MANAGE THE SPACE WHEN WRITING YOUR COMPOSITION**.

7. WRITE YOUR COMPOSITION ONLY ON THE LINED PAPER. THE EXAMINERS WILL ONLY READ WHAT IS ON THE LINED PAPER.

8. **WRITE YOUR ANSWERS TO THE COMPOSITION IN BLACK OR BLUE BALLPOINT PENS (BIROS)** ONLY. DO NOT USE A MARKER (FELT-TIPPED PEN). INDICATE THE TOPIC YOU HAVE SELECTED IN THE BOX LABELED 'TOPIC NUMBER'. LEAVE BLANK THE OTHER BOXES, ON THE UPPER RIGHT-HAND CORNER OF PAGE LABELED 'ESSAY'.

9. **DO NOT TEAR APART THE TWO PAGES OF THE ANSWER SHEET.**

10. **ALL YOUR ANSWERS TO THE MULTIPLE CHOICE PART MUST BE MARKED ON THE ANSWER SHEET**. THE BOARD OF EXAMINERS WILL NOT TAKE INTO CONSIDERATION ANYTHING WRITTEN ON THE QUESTION BOOKLET. YOU WILL SEE SPACES FOR ANSWERING 100 QUESTIONS. HOWEVER, **THE LANGUAGE PROFICIENCY EXAMINATION HAS ONLY 95 QUESTIONS**. YOU WILL, THEREFORE, LEAVE NUMBERS 96 THROUGH 100 BLANK.

11. NEXT TO EACH QUESTION NUMBER ARE FOUR CIRCLES LABELED 1, 2, 3, AND 4. YOU WILL HAVE TO SELECT ONE ANSWER OUT OF THE CHOICES GIVEN FOR EACH QUESTION AND FILL IN THE CORRESPONDING NUMERICAL CIRCLE. IF THE ANSWER IS (A), FILL IN THE BUBBLE LABELED 1; IF IT'S (B), FILL IN 2, ETC. YOU MAY NOT FILL IN MORE THAN ONE CIRCLE FOR A QUESTION. **IF MORE THAN ONE CIRCLE IS FILLED IN FOR A SINGLE QUESTION, YOUR ANSWER FOR THAT QUESTION WILL BE INVALID**.

12. LOOK AT THE 'MARKING INSTRUCTIONS' ON THE TOP OF PAGE ONE OF YOUR ANSWER SHEET. MAKE HEAVY BLACK MARKS THAT FILL THE CIRCLE COMPLETELY. IF YOU MAKE A MISTAKE, PLEASE MAKE SURE YOU ERASE THE MARKING COMPLETELY.