

Departmental Request for Authorization of the TEPAIC Exam at Indiana University (Test of English Proficiency for Associate Instructor Candidates)

Department Name: _____

Department Contact: _____ Email: _____
(who scores should be emailed to)

Director of Graduate Studies or Chair Name: _____

Month of Exam: _____ Department Level Required to Teach: _____

Student Information

Last Name	First Name	Student E-mail	Student ID #	Exam Score	Exam Year	Waiver
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**If you have more students being authorized than slots above, please email TEPAIC@iu.edu*

Please review the following guidelines regarding authorizing student exams:

- By authorizing the above students, I certify that they have the minimum English proficiency test scores for TEPAIC, these should be **no older than two years**. The minimum requirements are below:
 - Internet-based TOEFL (TOEFL iBT) 79
 - Print-based TOEFL 550
 - IELTS 6.5
 - Pearson PTE 53
 - MELAB 79

- Should a student not have the minimum scores, or their scores are older than two years, a departmental authorization memo is required. The memo should include the following:
 - Explanation of reasoning as to why the department is requesting the TOEFL waiver.
 - Waiver memo should be signed by Unit head or DGS.
 - Waiver must be on departmental letterhead

- I understand that if the student(s) do not pass the TEPAIC at the level required for teaching in their department, **before being allowed to take the exam a second time, they must demonstrate proficiency through performance on the TOEFL or IELTS or successfully complete T502 "Communication Skills for International Associate Instructors."**

- I certify that the authorized students for this exam will be teaching within the next calendar year. Students who will not be teaching in the calendar year should not be authorized.

- I understand that students should be told **not** to register before the registration period. **Registrations must be received by 5:00 p.m. on the day of the deadline, any student who submits a registration after this will not be tested in this exam cycle.**