

# Test of Oral Proficiency (TOP)

## Exam Information for Departments and University Personnel

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All graduate students at UCLA who are i) non-US citizens, ii) do not hold a bachelor's degree from a U.S. institution, and iii) wish to be TA's, must first take the TOP. If a student does not take, or does not pass, the TOP by the quarter preceding his/her expected TA assignment (or in the case of Fall quarter, the September administration), he/she will not be allowed to TA under any circumstances.

### Fee

- A student's first test (and second, if necessary) is free.
- Third and subsequent tests are \$50 each.
- The fee helps cover the cost of rating additional exams and encourages students to seek help in improving their oral English skills.

### Specially Scheduled Exams

- There will be **NO** specially scheduled exams because of the labor- intensive nature of scheduling and staffing the exam, as well as the difficulty in finding suitable classrooms on short notice.

### No-shows and Cancellations

- A \$50 no-show fee is incurred if a test is not cancelled at least 48 hours in advance.

## **Test Scores**

- Scores are available within 3-4 business days of the test.
- Scores are sent by e-mail to the department SAO or MSO designated to receive TOP scores.
- Students receive their results shortly thereafter by e-mail.

## **Oral Skills Requirement**

- Oral Skills Courses that satisfy the Provisional Pass category: ESL 310, ESL 311, ESL 312, ESL 313 (Under "ENGLISH AS A SECOND LANGUAGE" on MyUCLA).
- Students satisfy their Oral Skills requirement by successfully enrolling in and completing any of the oral skills courses either before or concurrently with their TA-ship.
- It is STRONGLY encouraged that students take advantage of counseling sessions provided after their test to learn more about ways in which they might improve their skills for the classroom.

## **TOP Contact Information**

TOP Program Coordinators

[top@teaching.ucla.edu](mailto:top@teaching.ucla.edu)

(310) 825-3106 (campus extension 53106)