

You will find the most important information about the C-Test here, namely

- General information on the C-Test
- Registration and course enrolment
- Filling out the registration form
- Using the C-Test demo version

General information on the C-Test

(this information is taken from the German site: <http://spzwww.uni-muenster.de/ctest/index.php>)

If you want to take a language course at the Language Centre, you first of all have to take a placement test, the so-called C-Test (main exception: courses for absolute beginners). You can sit the C-Test in our computer lab (room 403).

Please note:

You have to register for the C-Test first.

Before beginning with the actual C-Test, please leave jackets, bags and papers in room 402 (or in the compartments in 403) and switch off your mobile. Then go to the student supervisor, show him/her your student card and personal ID and pay the test fee of € 2. The C-Test program contains an introduction which tells you all you need to know about the test.

When you have taken the test, your score will appear on the screen. Show the student supervisor your ID to get a print-out of your C-Test score. (Please don't forget to do so!). All this will take about 30 minutes.

If you have already taken the C-Test in a previous term, you don't need to take it again (unless you want to improve your C-Test score).

For your information:

You can practise the C-Test using a demo version in room 403 during normal term-time opening hours and in room 402 during the entire C-Test phase (for exact times, see our homepage) – and, of course, at any time via our website.

You can also get information about our courses

1. from our printed course list (can be purchased in rooms 402 and 405 during opening hours, price: € 2)
2. from the lecture list posted on the notice board opposite room 405 (please always check our website for any last-minute changes, though)
3. in our general office hour and the office hours of the language coordinators.

The Language Centre courses are free of charge. The order in which students sign up for classes does not, as a rule, influence the allocation of places. However, we would advise you not to wait until the very end of the C-Test phase to take the test and sign up for courses. Quite often there are long queues then, and you might have to wait quite a while.

Registration and course enrolment

(this information is taken from the German site: <http://spzwww.uni-muenster.de/anwendung/uebersicht.php>)

General information on course enrolment

If you want to enrol for a language course or take the C-Test, you have to register once.

Enrolment dates for the summer term 2010

You can enrol for courses from Monday, 1 March 2010, to Wednesday, 14 April 2010 (7 pm) – either online or at the Language Centre in room 402. You'll find the exact times and dates (including the separate dates for German as a foreign language) online (in German) here: <http://spzwww.uni-muenster.de/anmeldefristen/index.php>

General information on the C-Test

Step 1: Registration

You have to register. Please fill out all the boxes, check that your entries are correct and then click on „send“.

Registration form: <http://spztest.uni-muenster.de/muenster/registrierung.php>

Step 2: Placement test/C-Test

A C-Test is required for most of our language courses. You can practise the C-Test using a demo version in our computer lab or via our website. When you come to take the test (duration: ca. 30 min.), bring student/photo ID and go to the student supervisor in room 402/403 (Bispinghof 2B) to pay the test fee (€ 2) and get your C-Test certificate afterwards.

Step 3: Course Enrolment

There are two ways to enrol for a course at the Language Centre:

1. Direct Enrolment

If you know the course number („VV-Nummer“), you can enrol directly.

Enrolment form: <http://spzwww.uni-muenster.de/anwendung/direkteanmeldung.php>

Should direct enrolment not work, then try logging on first and then selecting the course of your choice.

2. Enrolment via the course list

You have to use the list from the site:

<http://spzwww.uni-muenster.de/anwendung/uebersicht.php>

Here are all languages listed.

Filling out the registration form

Registration
Language Centre Münster

Students who want to take the C-Test or wish to enrol for a language course or other seminar at the Language Centre have to register once.

To register, fill out the following form, check that your answers are correct and then click on „send“.

About you

title*

first name*

last name*

date of birth [dd.mm.yy]*

e-mail

Are you enrolled at university?*

The boxes marked * have to be filled out.

Please select
next

Registration
Language Centre Münster

About your studies

you are enrolled at

you have been enrolled since

year: [yyyy]

matriculation number:

Please state all subjects you are studying

1st subject

2nd subject

3rd subject

4th subject

5th subject

faculty

Using the C-Test demo version

first of all, please click on the button: “weiter”

C-Test

Please select the language in which you now want to take the C-Test.

Welcome to the C-Test

In the following we want to inform you briefly about what type of format a C-Test has.

For the languages French, Italian, Russian and Spanish you can then practice the key combinations you need to produce special characters (accents, Cyrillic letters etc.) [Keyboard Practice]

You can only take the C-Test once per term in each language. Once you have started the test, it will count for that term.

Please therefore only start the C-Test [Start Demo] if you are absolutely sure you want to take it at this point in time and feel up to doing so.

(Otherwise ask the student supervisor if you could also take it at a later date.)

The C-Test

The C-Test consists of four short texts. The second half of roughly every second word is missing, and you have to complete the gaps. There are 100 incomplete words, and therefore the maximum number of points is 100.

You have 25 minutes to complete the test (50 minutes for Russian).

When completing the words, please bear the following in mind.

1. As a rule, about half of the word is missing. A word with six letters such as “father” will appear as “fat...”. If a word has an uneven number of letters, then the longer ‘half’ is missing, i.e. “can’t” would appear as “ca...”. Please note that an apostrophe also counts as a letter.
2. Do not enter several solutions in one gap as this will be counted as a mistake. Should there really be more than one possible answer, then the program will accept each (single) correct answer as the right answer.
3. In order to fill in the gaps you need to click on them with the mouse. Using the TAB key to get from gap to gap is fastest, however.
4. Please do not expect to be able to fill in all the gaps. Only a native speaker of the language will normally be able to do that. Do not be disappointed therefore if you have to leave some gaps empty.

C-Test Example

For German, you need to use the new German spelling rules.

Here is a short example:

Dies ist ein Beispiel. Die fre... Felder müs... Sie al... ausfüllen, da... haben Sie 25 Minuten Zeit.

Tastaturübung = Keyboard Practice

Depending on the language you are taking the C-Test in, you may need to also use so-called diacritical marks (e.g. é, è). If you have any questions regarding diacritics, please ask the student supervisor before your start the C-Test!

You can practice the diacritical marks in the following box until you are confident you know how to produce them.