

Test of Oral Proficiency (TOP)

Exam Information for Departments and University Personnel

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 (no exceptions). 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.
- Departments may choose to pay this fee at their discretion.
- 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 imposed if a test is not cancelled at least 48 hours in advance.
- Students must pay the \$50 fee before taking the exam on the following test date.

- In such cases, students should come to their next scheduled exam with a \$50 check payable to "UC Regents."
- Departments may pay this fee for the student at their discretion.

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 38A, ESL 38B, ESL 39B, ESL 39C
(Under "ENGLISH AS A SECOND LANGUAGE" on URSA/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 TAsip.
- 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

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