

English Credit Approval Test

Students may take the English Credit Approval Test to complete their credits for the compulsory English course(s) they have failed. It is held regularly on dates specified by the Center for the University-wide Curriculum. If a student has not met the credit requirements because of a leave of absence he or she took, the credits earned from passing the test cannot make up for the unearned credits for the compulsory subjects.

Students scheduled to take the test must attend the information session for the English Credit Approval Test.

1. Eligible students

The following students are eligible to take the English Credit Approval Test:

- (1) Students who have not completed 6 credits for the compulsory English courses.
- (2) Students in their 2nd or later years
- (3) Students who have finished the specified units (Assignments I and II) of Rikkyo English Online (REO) during the designated period.
- (4) Students who have not registered for the “English R” offered in that semester

*Those who took a leave of absence during the semester are not included. Please note that the examination will be treated as invalid if taken.

2. Overview of Procedure and Schedule

The English Credit Approval Test is held biannually in June and November. Two different tests are given each time, with different questions assigned for each test.

Event	Held in June	Held in November
Information Session	March 21 (Thu.) 1:30 p.m. * Check e-mail for details.	July 18(Thu.) 12:35 p.m * Check e-mail for details.
Announcement of test date and teaching site	April 5 (Fri.) Web bulletin board for the University-wide liberal arts courses	September 6 (Fri.) Web bulletin board for the University-wide liberal arts courses
Preparation periods *The preparation periods differs	◆ Assignment I: Apr. 9 (Tue.), 9:00 a.m. - May 4 (Sat.), 9:00 a.m. Colleges of Arts, Science, Sociology, Intercultural Communication, GLAP Apr. 9 (Tue.), 12:00 p.m. - May 4 (Sat.), 12:00 p.m. Colleges of Economics, Law and Politics, Business	◆ Assignment I: Sep. 9 (Mon.), 9:00 a.m. - Oct. 1 (Tue.), 9:00 a.m. Colleges of Arts, Science, Sociology, Intercultural Communication, GLAP Sep. 9(Mon.), 12:00 p.m. - Oct. 1 (Tue.), 12:00 p.m. Colleges of Economics, Law and Politics, Business

between the Colleges.	<p>Apr. 9 (Tue.), 3:00 p.m. - May 4(Sat.), 3:00 p.m.</p> <p>Colleges of Tourism, Community and Human Services, Contemporary Psychology</p> <p>◆Assignment II:</p> <p>May 7 (Tue.), 9:00 a.m. - June 1 (Sat.), 9:00 a.m.</p> <p>Colleges of Arts, Science, Sociology, Intercultural Communication, GLAP</p> <p>May 7 (Tue.), 12:00 p.m. - June 1 (Sat.), 12:00 p.m.</p> <p>Colleges of Economics, Law and Politics, Business</p> <p>May 7 (Tue.), 3:00 p.m. - June 1 (Sat.), 3:00 p.m.</p> <p>Colleges of Tourism, Community and Human Services, Contemporary Psychology</p>	<p>Sep. 9 (Mon.), 3:00 p.m. - Oct. 1 (Tue.), 3:00 p.m.</p> <p>Colleges of Tourism, Community and Human Services, Contemporary Psychology</p> <p>◆Assignment II:</p> <p>Oct. 3 (Thu.), 9:00 a.m. - Oct. 25 (Fri.), 9:00 a.m.</p> <p>Colleges of Arts, Science, Sociology, Intercultural Communication, GLAP</p> <p>Oct. 3 (Thu.), 12:00 p.m. - Oct 25 (Fri.), 12:00 p.m.</p> <p>Colleges of Economics, Law and Politics, Business</p> <p>Oct. 3 (Thu.), 3:00 p.m. - Oct. 28 (Fri.), 3:00 p.m.</p> <p>Colleges of Tourism, Community and Human Services, Contemporary Psychology</p>
Announcement of eligible students	<p>June 4 (Tue.)</p> <p>Web bulletin board for the University-wide liberal arts courses</p>	<p>November 6 (Wed.)</p> <p>Web bulletin board for the University-wide liberal arts courses</p>
Test dates	<p>June 8 (Sat.)</p> <p>English Credit Approval Test A</p> <p>English Credit Approval Test B</p>	<p>November 9 (Sat.)</p> <p>English Credit Approval Test C</p> <p>English Credit Approval Test D</p>
Announcement of successful applicants	<p>July 1 (Mon.)</p> <p>Web bulletin board for the University-wide liberal arts courses</p>	<p>December 2 (Mon.)</p> <p>Web bulletin board for the University-wide liberal arts courses</p>
Inclusion in official transcript	<p>Students enrolled in AY2024 and applicants for special graduation</p> <p>September 2 (Mon.) ~</p>	<p>Students enrolled in AY2025: Apr. 1 (Tue.) -</p> <p>Students eligible for graduation: After the graduation ceremony</p>

Note 1: The English Credit Approval Test does not require course registration. It does not count toward the maximum number of registered credits specified by Colleges.

Note 2: Students with any inquiries about details of the English Credit Approval Test results must consult the Academic Affairs Office (Ikebukuro: Tucker Hall 1F; Niiza: Building No. 7, 1F) within one week after the announcement of the test results.

3. Credits and grades

Students earn 1 credit per test they have successfully passed. The test does not correspond to a specific course. As the table above shows, students may take the two English Credit Approval Tests (1 credit per test, 2 credits in total) held on the same day, regardless of the number of remaining credits they must complete. However, note that students may earn only the remaining credits needed to meet the credit requirements by passing the test. The course title shown on the students' results reference screens and certificates after they pass the test will be "English Credit Approval Test A/B/C/D (1 credit)" ("A/B/C/D," indicates which test was taken). The grade awarded will be "C."

Note1: Regardless of the semester in which the failed course is offered, students can earn credits by passing the English Credit approval test.

Ex.) 2 unearned credits (English Debate and English Presentation offered in the fall semester)

⇒Students are able to earn 2 credits by passing Test A and B in the spring semester.

Note 2:

If the same test is taken and passed in different years, the credits earned in both tests may be used to satisfy the deficiency in the compulsory English courses.

Ex.) 4 unearned credits (English Reading and Writing 1 and 2, English Presentation, English Discussion)

⇒Students passed Test A and B in the spring semester of 2022AY to earn 2 credits and passed Tests A and B again in the spring semester of 2023AY to earn 2 credits. A total of 4 credits can be applied to the deficiency in the compulsory English courses.

4. Eligibility Requirements for the English Credit Approval Test

To ensure eligibility for the English Credit Approval Test, students must finish the specified units (Assignments I and II) in the course materials uploaded to Rikkyo English Online (REO) by the given deadlines. Two preparation periods per semester are scheduled for the test. Students who completed all units of the assignments by the specified dates will be eligible to take the test. Check the REO page for the specified units and the assignment completion deadlines at the beginning of the semester.

5. Procedures for Taking the Test

Students who wish to take the test must present their student ID card at the testing site on the test date. Check the bulletin board for the University-wide Liberal Arts Courses for the date, time, and testing site.

6. Test Format

Reading and listening test to evaluate students' overall skills, including grammar and vocabulary. Students answer in mark sheet form. The test is not open-book. The questions in the test are based on the units specified in the "Super English" course materials uploaded on REO.

7. Instructions on Taking the Test

- (1) On the test date, be sure to bring your student ID card, an HB pencil, an eraser, and a pen (a ballpoint pen will also do).
- (2) Arrive on time. Students who arrive within 15 minutes after the test begins must receive permission from the proctor to enter the room. Note that a student who arrives up to 30 minutes late after the test begins may be admitted if the tardiness is due to the late arrival of transportation and the student presents a train delay certificate issued by the transit company.
- (3) A temporary student ID card will be issued for students who have forgotten to bring their IDs on the test dates. Request one and pay 500 yen at the Academic Affairs Office on campus. Allow enough time for

temporary ID issue before the test begins.

8. Makeup exam

No make-up exam is given for the English Credit Approval Test.

9. Cheating

- (1) The objective of the test is to see how much students have achieved from studying the specified English materials. Any act that impedes this objective is considered cheating.
- (2) A student caught cheating during the test will be ejected from the room.
- (3) A student caught cheating during the English Credit Approval Test will lose his or her eligibility for not only the test given on the test date, but also the written exams for all courses during the exam period (i.e., until the end of the spring semester final exams if the cheating is done in the June test, and until the end of the fall semester final exams if in the November test). He or she will receive an F grade for all these courses.
- (4) The grades given to a student caught cheating will be valid only for courses that evaluate the student's achievements during the exam period by means other than written exams (i.e., papers, report exams, in-class points, oral exams). Note that, once the punishment is determined, the student will lose eligibility for all exams given after the cheating.
- (5) A student caught cheating during the spring or fall semester final exam period will lose eligibility for the English Credit Approval Test he or she already took in June or November. This means he or she will retroactively fail the test.
- (6) The exact punishment for a student who has cheated will be determined by the faculty meeting of the student's College.
- (7) The punishment for cheating can be a reprimand, suspension, or dismissal from school.
In most cases, suspension is the punishment for cheating.