

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 19 (Thu.) 1:30 p.m. * Check e-mail for details.	July 15(Wed.) 12:35 p.m. * Check e-mail for details.
Announcement of test times and venues	April 6 (Mon.) Bulletin board for the University-wide liberal arts courses	September 7 (Mon.) Bulletin board for the University-wide liberal arts courses
Preparation periods *The preparation periods vary among	◆Assignment I: Apr. 13 (Mon.), 9:00 a.m. - May 8 (Fri.), 9:00 a.m. Colleges of Arts, Science, Sociology, Intercultural Communication, GLAP Apr. 13 (Mon.), 12:00 p.m. - May 8 (Fri.), 12:00 p.m. Colleges of Economics, Law and Politics, Business	◆Assignment I: Sep. 10 (Thu.), 9:00 a.m. - Oct. 2 (Fri.), 9:00 a.m. Colleges of Arts, Science, Sociology, Intercultural Communication, GLAP Sep. 10 (Thu.), 12:00 p.m. - Oct. 2 (Fri.), 12:00 p.m. Colleges of Economics, Law and Politics, Business

the Colleges.	<p>Apr. 13 (Mon.), 3:00 p.m. - May 8 (Fri.), 3:00 p.m.</p> <p>Colleges of Tourism, Community and Human Services, Contemporary Psychology, Sport and Wellness</p> <p>◆Assignment II:</p> <p>May 11 (Mon.), 9:00 a.m. - June 5 (Fri.), 9:00 a.m.</p> <p>Colleges of Arts, Science, Sociology, Intercultural Communication, GLAP</p> <p>May 11 (Mon.), 12:00 p.m. - June 5 (Fri.), 12:00 p.m.</p> <p>Colleges of Economics, Law and Politics, Business</p> <p>May 11 (Mon.), 3:00 p.m. - June 5 (Fri.), 3:00 p.m.</p> <p>Colleges of Tourism, Community and Human Services, Contemporary Psychology, Sport and Wellness</p>	<p>Sep. 10 (Thu.), 3:00 p.m. - Oct. 2 (Fri.), 3:00 p.m.</p> <p>Colleges of Tourism, Community and Human Services, Contemporary Psychology, Sport and Wellness</p> <p>◆Assignment II:</p> <p>Oct. 5 (Mon.), 9:00 a.m. - Oct. 27 (Tue.), 9:00 a.m.</p> <p>Colleges of Arts, Science, Sociology, Intercultural Communication, GLAP</p> <p>Oct. 5 (Mon.), 12:00 p.m. - Oct. 27 (Tue.), 12:00 p.m.</p> <p>Colleges of Economics, Law and Politics, Business</p> <p>Oct. 5 (Mon.), 3:00 p.m. - Oct. 27 (Tue.), 3:00 p.m.</p> <p>Colleges of Tourism, Community and Human Services, Contemporary Psychology, Sport and Wellness</p>
Announcement of eligible students	June 9 (Tue.) Bulletin board for the University-wide liberal arts courses	October 30 (Fri.) Bulletin board for the University-wide liberal arts courses
Test dates	June 13 (Sat.) English Credit Approval Test A English Credit Approval Test B	November 7 (Sat.) English Credit Approval Test C English Credit Approval Test D
Announcement of successful applicants	July 1 (Wed.) Bulletin board for the University-wide liberal arts courses	December 1 (Tue.) Bulletin board for the University-wide liberal arts courses
Inclusion in official transcript	Students enrolled in AY2026 and applicants for special graduation September 2 (Wed.) ~	Students enrolled in AY2027: Apr. 1 (Thu.) ~ Students eligible for graduation: After the graduation ceremony

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: If you would like to request special considerations for taking the English Credit Approval Test, please check the 'Announcement of Test Times and Venues' ["試験時間・試験場等発表掲示"] posted in early April and early September, as well as the 'Guide for Taking Examination' section on the 'Classes/Enrollment Status/Exams' page of the R Guide.

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.”

Note 1: 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 AY2025 to earn 2 credits and passed Tests A and B again in the spring semester of AY2026 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 makeup exam is given for the English Credit Approval Test.

9. Cheating

(1) The purpose of exams is to evaluate students' accomplishment after studying a particular course. Therefore, any behavior that works contrary to this purpose is regarded as cheating.

(2) If an act regarded as cheating is discovered during an exam, the proctor and the Center for University-wide Curriculum will give the student who occur the cheating the following instructions, stopping the exam, waiting on the seat and/or exiting from the exam room. The student who occur the cheating must abide the instructions.

(3) Students who cheat during the English Credit Approval Test will lose their eligibility to take any subsequent written exams in the relevant exam period (For exams held in June: until spring semester final exams finish/ For exams held in November: until fall semester final and academic year end exams finish) including any exams held on that same day, and will receive a failing grade for written exams in all courses.

(4) If students cheat during Regular Exam period of the spring semester final exam, they will retrospectively lose the qualification to take the English Credit Approval Test (CAT) held in June. Also, during the fall semester final and academic year end exams, they will retrospectively lose the qualification to take the CAT held in November.

This will lead to cancellation of any credits approved during this period even if the test was passed.

(5) The grades of students who have cheated during regular exam period will stand as earned for the "In-class points" evaluated courses.

In case of Oral Exams, they will stand only held the oral exams before the certification of the cheating.

In case of Report Exams, they will stand only submitted them on the specified website before the time when the exam of the course in which the cheating occurred.

(6) The University shall discipline students who occur the cheating at the Regular exam according to the article 56 of University Regulations.

(7) The University may use three types of disciplinary measures: reprimands, suspensions and dismissals according to the article 56-2 of University Regulations.

(8) The discipline of the students who occur cheating shall be made by the president with, in turn, the Faculty Meeting to which the student belongs according to the article 57 of University Regulations.