

HOW TO REGISTER

The non-refundable and non-transferable registration fee of \$45.00 must accompany your registration.

- Online through student portal (for students who already have a Langara ID number):
 - Log into www.mylangara.ca and click on Student Main Menu → Continuing Studies → Register
 - Fill in all the required information. Payment by Visa or MasterCard only
 - Note: Students who want to register via the Web must register **at least** 48 hours before the exam date.
- Online (for students who do not yet have a Langara ID number):
 - Go to feeportal.langara.ca and search for Langara English Test.
 - Fill in all the required information. Payment by Visa or MasterCard only
 - Note: Students who want to register this way must register **at least** 2 weeks before the exam date.
- In person
 - Visit Langara's Continuing Studies Office. Please refer to the Hours of Registration below
 - Payment by cash, money order or cheque payable to Langara College, debit card, Visa or MasterCard
- By phone
 - Call 604-323-5322 during the hours listed below
 - Payment by Visa or MasterCard only

Hours of Registration (for in-person or phone registration)

- Monday to Thursday 9:00 a.m. to 7:00 p.m.
- Friday 9:00 a.m. to 4:00 p.m.
- Saturday 9:00 a.m. to 3:00 p.m. *Closed Saturdays on holiday weekends*

Important Notes:

- Since the exam fee is non-refundable and non-transferable, students should immediately check their receipts to make sure they are registered for the correct date and time.
- Pre-registration is required for all L.E.T. sittings. See above for details.
- Students might not be able to register on the day of the exam, please register early.
- We cannot guarantee availability of your selected date or time of test. You will only be contacted if we are not able to accommodate your first choice for an LET sitting.
- Students are not permitted to keep the following items with them during the exam: backpacks, books, paper, written work, electronic equipment of any kind (including pagers and cell phones).

ARRIVE 30-45 MINUTES BEFORE EXAM FOR REGISTRATION CHECK

Your I.D. might be held for the duration of the exam.

Students will need to bring one of the following forms of government-issued photo ID as proof of identity: **BC** driver's license; Photo BC Services card; BC Identification card (BCID); or passport. Students who do not present the appropriate form of photo ID will not be permitted to write the exam and will have to register for another sitting. They may not transfer the registration. The ID presented must be current and in the original form; photocopies or scanned/digital versions are unacceptable.

Students who are unable to provide one of the above forms of ID at the exam should contact the LET Coordinator **in advance**, at least 2 days prior to the exam date.

L.E.T. Registration Form

Legal First (Given) Name:	Legal Last (Family) Name:
Langara ID Number (if available):	Birthdate (DD/MM/YYYY):
Street Address Line 1:	Street Address Line 2:
City:	Province
Postal Code:	Country:
Email address:	Primary telephone number:
Preferred date of sitting:	Preferred time of sitting:
Second choice date of sitting:	Second choice time of sitting:

L.E.T. SCHEDULE is posted online: <http://www.langara.bc.ca/academic-services/langara-english-test/upcoming-dates.html>

EXAM COMPONENTS & EVALUATION

The exam consists of a summary of a reading passage and a short essay. Each exam is assessed by at least two markers. Borderline exams go to a marking committee for review and final placement level. Markers look for clear, accurate, and unified writing.

For practice exercises and detailed information on the LET, students can buy A Guide to the L.E.T. at the Langara Bookstore.

For information on the L.E.T. placement levels, please go to www.langara.bc.ca/academic-services/langara-english-test

RESULTS

Legislation prevents Langara College from releasing results over the phone. Scores are automatically added to student records within seven days of the test date, and instructions for viewing results are handed out after each exam. If, after ten days, you cannot find your L.E.T. score online, please contact the Division Assistant by email: keliot@langara.ca. The Division Assistant can direct students to the appropriate person.