

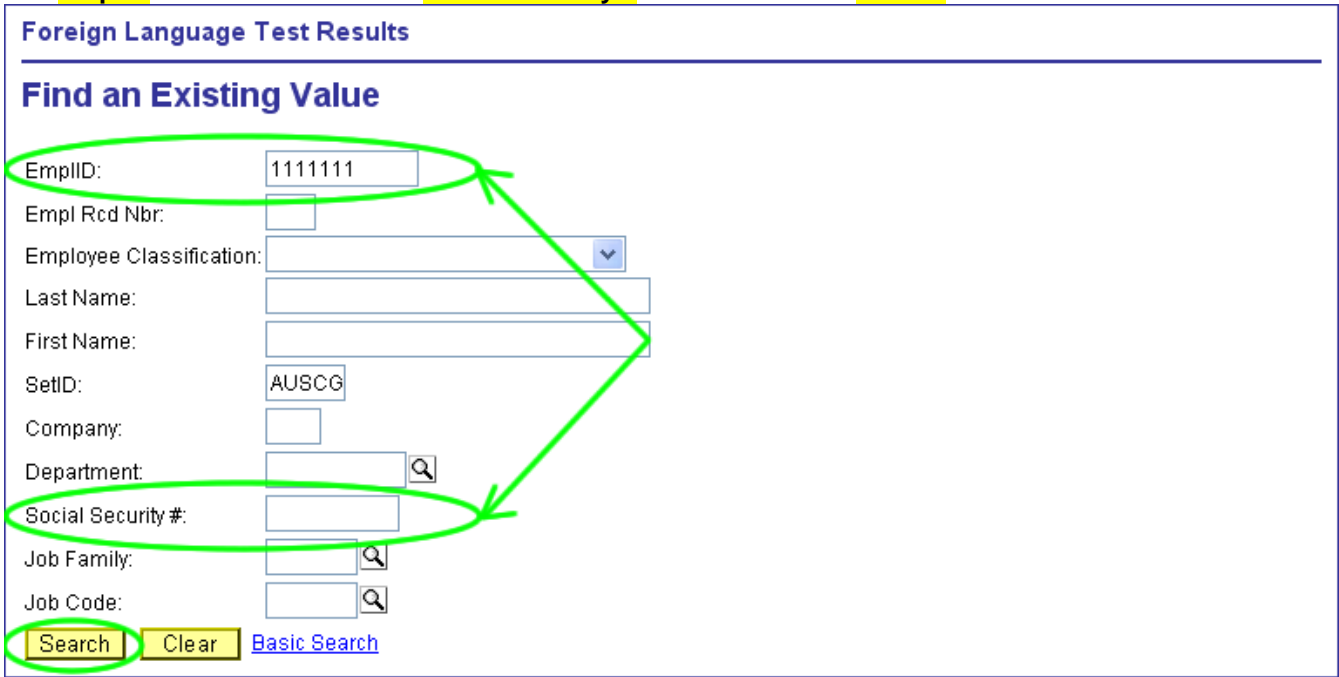

Foreign Language Test Results

Introduction

This section provides the procedure for the unit Educational Services Officer (ESO) to enter a member's Defense Language Proficiency Test (DLPT) results in the system. Entering DLPT test results will automatically add/update the member's language skills and certifications in the system.

Procedure

Start **Internet Explorer**, sign into **PeopleSoft** (note, see the [Signing In topic](#) in the Using PeopleSoft section if you need help getting started) and follow these steps to complete this procedure.

Step	Action
1	Select menu items in the following order (note, see the Basic Navigation topic for help on using menus): Develop Workforce > Manage Competencies (GBL) > Use > Foreign Language Test Results
2	<p>The Foreign Language Test Results screen will display. Enter the member's Employee ID Number in the EmplID field or the SSN in the Social Security # field and click the Search button.</p>  <p>Foreign Language Test Results</p> <p>Find an Existing Value</p> <p>EmplID: <input type="text" value="1111111"/></p> <p>Empl Rcd Nbr: <input type="text"/></p> <p>Employee Classification: <input type="text" value="▼"/></p> <p>Last Name: <input type="text"/></p> <p>First Name: <input type="text"/></p> <p>SetID: <input type="text" value="AUSCG"/></p> <p>Company: <input type="text"/></p> <p>Department: <input type="text" value=""/> <input type="button" value="Q"/></p> <p>Social Security #: <input type="text"/></p> <p>Job Family: <input type="text" value=""/> <input type="button" value="Q"/></p> <p>Job Code: <input type="text" value=""/> <input type="button" value="Q"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search</p>
	<p> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p>
3	<p>The FLP Test Results page will display.</p> <p>a) All the fields will be blank if the member does not have any Foreign Language skills present in the system (example shown below)</p>

FLP Test Results

EmpID: 2222222 Smith, James A

Current Languages View All First 1 of 1 Last

Language	Interpreter	Linguist	Evaluation Date	Expiration Date
	<input type="checkbox"/>	<input type="checkbox"/>		

Language:

DLPT Score Map First 1-11 of 11 Last

DLPT Score	Direct Access Test Score
0	0
0+	5
1	10
1+	15
2	20
2+	25
3	30
3+	35
4	40
4+	45
5	50

Test Results View All First 1 of 1 Last

Test: Date: Score:

- b) The **Current Languages** section will display any language data for a member who has previous test results entered (example shown below). These fields are **READ ONLY**. The **Interpreter** and **Linguist** qualification check-boxes will be marked by the system, based on the test scores entered. The Language and Test Results will not be displayed. Historical test data is not displayed on this page. Go to [Test Results](#) to view a member's previous test scores.

FLP Test Results

EmpID: 1111111 Doe, John A

Current Languages View All First 1 of 1 Last

Language	Interpreter	Linguist	Evaluation Date	Expiration Date
Spanish	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/31/2006	05/31/2007

- c) Click the lookup icon in the **Language** field to search for and select a language skill code.

Language:

4 The **Lookup Language** page will display. From the **Search Results**, click the **Accomplishment** code for the test you are recording

The table below shows the meaning of each Accomplishment abbreviation.

Lookup Language

Accomplishment:

[Basic Lookup](#)

Search Results

View All First 1-13 of 13 Last

Accomplishment

AR
 BH
 CM
 FLPSWED
 FR
 HC
 JA
 KO
 PO
 RU
 SP
 TA
 VI

Accomplishment	Meaning
AR	Arabic
BH	Bahasa (Indonesian)
CM	Mandarin_Chinese
FLPSWED	Swedish
FR	French
HC	Haitian-Creole
JA	Japanese
KO	Korean
PO	Portuguese
RU	Russian
SP	Spanish
TA	Tagalog (Philippines)
VI	Vietnamese

5 The **FLP Test Results** page will display again.

a) The **Language** field will be filled in with the **Accomplishment** code selected.

Language:

b) The **Test Results** section will display the test number and description based on the **Accomplishment** code selected.

Test Results		View All	First	1-2 of 2	Last
Test: SPL0001	Spanish Listening Comprehension	Date:	<input type="text"/>	Score:	<input type="text"/>
Test: SPR0001	Spanish Reading Comprehension	Date:	<input type="text"/>	Score:	<input type="text"/>

6 Enter the test **Date** and test **Score** into the **Test Results** section.

a) For **DLPT-4** tests, ignore the Converted Score and use the **Level** score as shown below.

RATE, NAME SSN AND LANGUAGE	DATE TEST TAKEN	LISTENING COMPREHENSION CONVERTED SCORE	LEVEL	READING COMPREHENSION CONVERTED SCORE	LEVEL
BM1 M. HADDOCK 000-00-0000 SPANISH	12/29/05	49	LC-2+	53	RC-3

b) For **DLPT-5** tests, use the **Test Score** as shown below.

Language	Test Type	Range	Status	Date Taken	Test Score	Retest Waiver	Upper Range
Spanish	Listening Multiple Choice	Lower	Completed	2006/08/28	1+		
Spanish	Reading Multiple Choice	Lower	Completed	2006/08/28	1		

c) Utilize the **DLTP Score Map** to convert the **Level** score (DLPT-4) or the **Test Score** (DLPT-5) into the **Direct Access Test Score**.

DLPT Score	Direct Access Test Score
0	0
0+	5
1	10
1+	15
2	20
2+	25
3	30
3+	35
4	40
4+	45
5	50

d) Enter the test **Date** and **Direct Access Test Score** into the **Test Results** section.

Test Results	Date	Score
Test: SPL0001 Spanish Listening Comprehensio	12/01/2007	15
Test: SPR0001 Spanish Reading Comprehension	12/01/2007	10

7 Click the **Save Foreign Language Info** button to save the test scores. This will update the member's [Test Results](#), [Languages](#), and [Licenses & Certifications](#) and permit the SPO to start [Foreign Language Proficiency Pay](#) if the member's Commanding Officer authorizes it and the member is at an authorized unit.

Note: If you receive an error when attempting to save, it may be due to a missing test date on the member's [Test Results](#) page. Click the **Open a New Window** link and path to Home > Develop Workforce > Manage Competencies (GBL) > Use > **Test Results**. Review the existing test results entries and ensure each entry has a date. If a date is missing, enter the test completion date if known. If you do not know the test completion date use 01/01/1951, this is the default entry when an actual date is not available. Save any changes to the Test Results page, close the new window and return to the Foreign Language Test Results page and attempt to save again.

[See Also](#)

Questions, problems, need more information or have a comment?

[Submit an Online Trouble-Ticket/Info Request](#) or call

(866) 772-8724 (toll free) or (785) 339-2200 -- 0700-1600 M-F (central time)

(Note: Password resets are not provided via telephone. Use the [Online Trouble-Ticket](#) for password problems)