

**PROCEDURE FOR THE ORGANIZATION OF LANGUAGE  
TRAINING, EVALUATION, AND CERTIFICATION WITHIN  
THE LOGOS FOREIGN LANGUAGE CENTER**

**Pitești**

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## PROCEDURE FOR THE ORGANIZATION OF LANGUAGE TRAINING, EVALUATION, AND CERTIFICATION WITHIN THE LOGOS FOREIGN LANGUAGE CENTER

### CHAPTER I. GENERAL PROVISIONS

**Article 1 (1).** This procedure outlines the organization of language evaluation and certification activities within the LOGOS Foreign Language Center of the National University of Science and Technology POLITEHNICA Bucharest – Pitești University Center. The purpose of this procedure is to ensure a unified organizational and procedural framework for the management of evaluation and certification activities. This procedure regulates both online and onsite evaluation activities.

**(2)** This procedure is based on the following normative acts:

- Higher Education Law no. 199/2023;
- Order of the Minister of National Education and Scientific Research no. 6.156/2016 regarding the organization and conduct of the preparatory year of the Romanian language for foreign citizens, published in the Official Gazette of Romania, Part I, no. 9 of January 5, 2017, with subsequent amendments and completions;
- ARACIS Standards;
- The POLITEHNICA Bucharest Charter and the regulations in force approved by the POLITEHNICA Bucharest Senate;
- The Common European Framework of Reference for Languages (CEFR);
- The Regulation for the organization and functioning of the LOGOS Foreign Language Center, approved by Senate Decision (HS) 265/24.10.2016.

**Article 2. (1)** The LOGOS Foreign Language Center was established on June 15, 2009, at the initiative of the Department of Applied Foreign Languages, having its own Statute and Operating Regulations.

**(2)** Pursuant to Art. 4 of the Regulation for the organization and functioning of the LOGOS Foreign Language Center approved by HS 265/24.10.2016, CLS LOGOS organizes language evaluation and certification activities, an activity that corresponds to one of its research directions, namely: *Foreign Language Didactics*.

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## CHAPTER II. LANGUAGE TRAINING ACTIVITY

**Article 3.** The LOGOS Foreign Language Center organizes courses in foreign languages (English, French, German) and Romanian as a foreign language. The three-level study plan (A, B, C) is designed according to the Council of Europe's Common European Framework of Reference for Languages. The offer may include:

- Foreign language courses (English, French, German) for professional relations;
- Languages for Specific Purposes (LSP) courses (English, French, German);
- Romanian language courses for foreigners;
- Exam simulation courses (Cambridge, TOEFL, DALF, DELF, Sprachdiplom);
- Preparatory courses for the LOGOS language proficiency test.

**Article 4.** Language training within the LOGOS Foreign Language Center involves the following stages: initial testing for group placement (each participant being assigned a level according to the Common European Framework of Reference for Languages); selection of the working method (onsite or online); the language training itself; final testing at the end of the module, and the issuance of the module completion certificate.

**Article 5.** The LOGOS Foreign Language Center team proposes a curriculum that takes training objectives into account, as follows: identifying communication needs (general, professional, and/or specialized) with the participants; choosing the teaching materials best suited to the identified training needs; developing a training plan that considers the established study mode; and proposing written communication activities appropriate to the training needs.

**Article 6.** Training requests are registered via the registration form at the Center's secretariat or online and will be centralized in a table for each language and level estimated by the student in the registration form. Registrations are open on a rolling basis. The rights and obligations of the students will be specified in the collective or individual training contract concluded between the Center/University management and the contractor.

**Article 7.** Once the required number of students for a group has been reached, according to the options expressed in the registration form, the language training program coordinator designates the teaching instructor and sets the date, time (and room) for the initial evaluation test, or, as the case may be, organizes it at the client's premises. Students will receive all necessary information at least one week prior to the test. Payment for the initiated module shall be made according to the calendar associated with the training offer, in a maximum of two installments. In the event of withdrawal, the student may recover the paid installment only if a written withdrawal request is submitted at least 48 hours before the start of the respective module sequence.

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**Article 8.** The initial evaluation test will determine each student's actual level of language proficiency, the degree of group homogeneity, specific needs, objectives, and the pedagogical strategies and methods to be adopted. The schedule and frequency of sessions will be established, and the course format will be communicated.

**Article 9.** The oversight of training activities is conducted based on an attendance sheet and a group log; the recognition of the level attained by the student at the end of a module is granted through a language proficiency certificate, obtained following the final test. The summative evaluation certifies whether or not the target level for the respective module has been reached. The evaluation committee will consist of two members, one of whom may be the group's instructor or another teaching staff member of the center specialized in the language being evaluated. The second member of the committee must also be a member of the center.

**Article 10.** Student requests, notifications, or complaints regarding training standards, the quality of the instructors' performance, or any other matters concerning training activities shall be submitted in writing to the Center's secretariat and will be resolved within the legal timeframes.

**Article 11.** Documents related to each module and student cohort are organized and archived at the secretariat of the LOGOS Foreign Language Center.

### CHAPTER III. LANGUAGE EVALUATION AND CERTIFICATION ACTIVITY

**Article 12.** The LOGOS Language Proficiency Certificate certifies a candidate's proficiency level in a foreign language in accordance with the language policies and standards of the European Union, as per the Common European Framework of Reference for Languages (CEFR). CLS LOGOS issues certificates for Romanian, English, French, and German.

**Article 13.** The LOGOS Language Proficiency Certificate is obtained following the onsite or online testing (in cases where the candidate is unable to travel to the center's headquarters) of the candidate's language skills acquired in formal, non-formal, or informal contexts. The language proficiency tests are intended for young adults and adults who wish to have their language skills assessed and certified, regardless of their educational or professional background. The LOGOS Language Centre ensures equal access to testing in accordance with the principles of equal opportunities and non-discrimination, without distinction based on race, colour, ethnic or social origin, nationality, citizenship, language, religion or beliefs, sex, sexual orientation, gender identity, age, disability, or any other characteristic protected under applicable legislation.

**Article 14.** Reserving a spot for the language proficiency test is done via an application by completing the form at <https://forms.gle/MofnmBvTrPfbm3nL7>. The candidate has the option to choose a level-specific test (in which case the result will be pass/fail, accompanied by the score accumulated for each individual skill) or a progressive test (following which a specific level will be identified and the score for each skill will be recorded).

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Documents required for registration: identity card/passport, student ID (if applicable), and a copy of the receipt for the certification fee. Registration confirmation will only be issued after these are sent to [logos@upb.ro](mailto:logos@upb.ro). Registration is nominal and cannot be transferred to another candidate. Fees are non-refundable if a candidate fails to appear or is disqualified during the examinations. Detailed instructions regarding the conduct of the tests will be sent to candidates electronically prior to the testing date.

**Article 15.** Language evaluation and certification fees are periodically reviewed and approved by the Board of Administration and the Senate of the National University of Science and Technology POLITEHNICA Bucharest and are posted on the Center's website.

**Article 16.** The examination committee for awarding the language proficiency certificate consists of at least two members, one being a specialist and the other a teaching staff member of the Center. The Director of CLS LOGOS supervises the organization and administration of the language proficiency exam. The members of the examination committee serve as examiner-evaluator-proctors for the respective group of candidates.

**Article 17.** Tests are developed and piloted within the Logos Foreign Language Center before being proposed for use in testing sessions. Test versions are kept securely in the center's archives. Following their administration in examination sessions, the tests completed by candidates on the testing platform will be electronically archived for 2 years. Texts produced by candidates (written/oral production tests) may be used anonymously by the CLS LOGOS team for research or analysis purposes within workshops/training/instructional sessions organized for examination committee members.

**Article 18.** Verification of the candidate's identity is performed by the examination committee at the start of the test (verification of identity documents against attendance lists).

**Article 19.** For onsite evaluations, CLS LOGOS will ensure optimal examination conditions—appropriately equipped examination rooms and waiting areas. Lists containing exam information (room number, language, level, start time, end time, and candidate names) will be posted on the examination room door; for oral expression tests, the scheduled time for each candidate will be displayed. CLS LOGOS will ensure continuous proctoring of candidates. During the exam, candidates may leave the room to use the restroom or for health-related reasons, in which case they will be accompanied by one of the two proctors.

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For online evaluations, the candidate must simultaneously use a phone and a computer equipped with a microphone and video camera. Video cameras must remain on for the entire duration of the test (both oral and written components). The phone camera must be placed behind the candidate to film the computer screen. Any suspicion of fraud or inappropriate behavior, including the recording of tests by audio or video means, will result in the candidate's disqualification; should they wish to take the exam again, they must re-register for a later session and pay the examination fee again.

**Article 20.** The oral expression proficiency evaluation is conducted in the presence of the evaluation committee and consists of two main stages: a. candidate presentation; b. discussion/questions with a difficulty level corresponding to the requested testing level (or varying degrees of difficulty for progressive testing) on a specific topic, generally based on support documents designed to identify the candidate's level.

For both onsite and online evaluations, the testing of listening, reading, and writing skills is organized on a secure platform with a unique testing link open only during the time allocated for these skills. The platform is programmed to randomize items and answer choices for each test version from one evaluation to the next. Grading is semi-automatic; for the first three skills, feedback and scores are provided automatically by the platform. The written expression skill is evaluated by members of the evaluation committee. For level-specific tests, the candidate must obtain at least 50% of the total score (minimum 50 out of 100 points) to pass. Additionally, a minimum score of 10 out of 25 points must be achieved for each individual component. For progressive testing, a level will be awarded based on the total accumulated points. The duration of the exam varies depending on the type of test (level test or progressive test). The phone's video camera will be placed behind the candidate so that it records the computer screen. Any suspicion of fraud or any inappropriate behavior, including recording the exam using audio or video devices, will result in the candidate's disqualification; if they wish to take the exam, they will have to re-register for a later session and pay the examination fee again.

**Article 21.** Failure to appear or participate in the tests at the scheduled dates and times, under the conditions established for the exam, due to reasons attributable to the candidates (including malfunctions or improper functioning of technical equipment and/or internet connections for online testing) is the sole responsibility of the candidate and does not entitle them to a refund of the fee or a rescheduling of the test.

**Article 22.** Results shall be communicated at least 24 hours after the test, but no later than 5 working days, to the email address used by the candidate for registration. The issuance of the Language Proficiency Certificates begins on the sixth working day following the test date. A certificate of temporary proof (attestation) of the level obtained may be requested, which remains valid until the official LOGOS certificate is issued.

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**Article 23.** Appeals shall be submitted by completing a request form (containing the applicant's contact details) at the Center's headquarters or at [logos@upb.ro](mailto:logos@upb.ro). For both onsite and online examinations, the re-evaluation of the candidate's oral expression skills will be conducted at the Center's headquarters.

**Article 24.** The Language Proficiency Certificate issued by CLS LOGOS is compliant with the scale and descriptors set forth by the Common European Framework of Reference for Languages (CEFR) and the language policy recommended by the Council of Europe: A1 (Beginner), A2 (Elementary), B1 (Threshold/Intermediate), B2 (Vantage/Upper Intermediate), C1 (Advanced), C2 (Proficiency).

**Article 25.** In the event that a candidate does not reach the desired proficiency level, they may register for a new evaluation session, which can be taken after a minimum interval of two months from the date of the failed proficiency test.

**Article 26.** In accordance with international practices, the recommended validity period for the results inscribed on the Language Proficiency Certificate is two years. Given that the certificate issued by CLS LOGOS may be used by the holder as proof of their current linguistic level long after the exam, the following clarifications are made: in the absence of regular use of the language, the proficiency level may decrease over time; therefore, a proficiency certificate cannot guarantee the validity of the evaluation results indefinitely. Consequently, the candidate may be requested to provide new evidence of using the respective language in a formal or professional context.

**Article 27.** Certificates must be collected exclusively by the candidate or an authorized person from the CLS LOGOS headquarters (Office B25, Faculty of Theology, Letters, History, and Arts – 7 Aleea Școlii Normale, Pitești, Argeș, Romania).

**Article 28.** In case of loss, damage, theft, or other unforeseen circumstances, a duplicate may be requested within a maximum of 2 years from the date of issuance.

**Article 29.** CLS LOGOS publishes information regarding registration procedures, fees, and payment methods on its dedicated webpage.

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#### CHAPTER IV. FINAL PROVISIONS

**Article 30.** This procedure was reviewed and adopted during the meeting of the CLS LOGOS Board of Administration on March 17, 2026, and shall enter into force upon its validation by the Council of the Department of Applied Foreign Languages on March 19, 2026.

**Article 31.** Upon the entry into force of this procedure, any contrary provisions are hereby repealed.

