



Examinee Handbook

TFI™ Test



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For more information, visit us on the web at www.etsglobal.org or contact your local ETS Preferred Network office. A list of local ETS Preferred Network offices can be found on the web at www.etsglobal.org. If there is no ETS Preferred Network office in your country, please contact us at:

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About the *TFI*™ Test

The *TFI*™ test is a French-language proficiency test for people whose native language is not French. It is a valid measurement of the everyday French-language listening and reading proficiency skills of people in daily life and international workplace settings. A standardised test that measures French proficiency on a single, continuous scale, the *TFI* test is for language learners of all levels, regardless of their occupation or background. Test scores indicate how well someone understands written and spoken French. The test does not require specialised knowledge beyond that of a person who uses French in everyday work activities.

Designed along the same lines as the *TOEIC*® Test, the *TFI* test was developed to meet the requirements of the major French-speaking groups.

TFI Test Format

The *TFI* test is a one hour and fifty minute multiple-choice test that consists of 180 questions divided into two parts:

- **Listening Part:** The Listening part tests how well you understand spoken French. It consists of three sections and contains 90 questions, and it is administered by CD. You will be asked to answer questions about a variety of materials recorded in French. Total time: approximately 42 minutes.
- **Reading Part:** The Reading part of the test includes three sections testing how well you understand written French. You will read a variety of materials and respond at your own pace to 90 questions based on the content of the materials provided to you. Total time: 68 minutes.

You will respond to test questions by marking one of the letters (A), (B), (C), or (D) with a pencil on a separate answer sheet. Although the actual testing time is approximately one hour and fifty minutes, additional time is needed to allow you to complete the *TFI* Test Background Questionnaire on the answer sheet. Therefore, you should allow approximately 2.5 hours to take the test.

Who Takes the TFI Test?

- Personnel who use French in real-life work settings.
- Candidates for training to be conducted in French.
- Individuals in French-language training programs.

Frequently Asked Questions

Why Take the TFI Test?

Using the *TFI* test, training organizations can group learners homogeneously, validate learner progress with an unbiased external test, and boost learner motivation.

As a fair and objective measure of French proficiency, the *TFI* test enables you to:

- Verify your current level of French proficiency.
- Qualify for a new position and/or promotion in a company.
- Enhance your professional credentials.
- Monitor your progress in French.

Department heads may determine the level to be attained before a candidate receives a certain degree or diploma. A minimum *TFI* test score may also be required of applicants for a particular course of study.

When and Where Can I Take the TFI™ Test?

The TFI™ test is available throughout the world. Testing can be arranged through schools, corporations, or other organizations that ask students or employees to take the TFI test. If testing has not been arranged through your organisation, you can contact your local ETS representative to find out when and where you can take the test.

How Often Can I Take the TFI Test?

One month should lapse between each TFI test. If you take the test more than once a month, your test will not be scored and you will not receive a refund. You will need to pay again to retake the test once one month has lapsed. Please contact your local ETS representative.

How Much Does the TFI Test Cost?

TFI test prices vary worldwide. To inquire about pricing in your area, contact your local ETS representative.

What Score Do I Need To “Pass” the TFI Test?

The TFI test is not the kind of test that one “passes” or “fails.” Not every job or task requires the same level of French proficiency. The TFI test measures different levels of French ability or proficiency. It helps learners set goals and measure their progress as their French improves; it enables people to demonstrate what they currently can accomplish in French. The single, continuous scale also makes it possible for learners to set attainable goals and to measure their progress as their French improves. Some companies use the TFI test to set their own score standards, based on the levels of French necessary to carry out particular responsibilities. Other companies offer French training to help their employees reach target TFI test scores.

From What Kind of Contexts Are the TFI Test Questions Drawn?

These are some examples of the settings and situations you may find in TFI test questions:

- **Corporate development:** research, product development
- **Dining out:** business and informal lunches, banquets, receptions, restaurant reservations
- **Entertainment:** cinema, theater, music, art exhibitions, museums, media
- **Finance and budgeting:** banking, investments, taxes, accounting, billing
- **General business:** marketing, management, business planning, sales, contracts
- **Health:** visiting doctors, dentists, clinics, hospitals
- **Housing/corporate property:** construction, buying and renting, electric and gas services
- **Manufacturing:** assembly lines, plant management, dispatching, quality control
- **Offices:** board meetings, committees, letters, telephone, fax, e-mail messages, office equipment and furniture
- **Personnel:** recruitment, staff reduction, retirement, salaries, promotions, hiring, job applications, awards, pensions
- **Purchasing:** ordering supplies, shipping, billing, negotiations
- **Technical areas:** electronics, technology, computers, laboratories and related equipment, technical specifications

- **Travel:** trains, airplanes, taxis, buses, ships, ferries, tickets, schedules, station and airport announcements, car rentals, hotels, reservations, delays, and cancellations

If I Have a Disability, Can I Still Take the TFI™ Test?

If you require special testing arrangements because of a disability, please contact your local ETS representative office to discuss your needs at least six weeks in advance of the test date. Your representative will make every effort to accommodate you. There is no additional cost for special accommodations.

Certificate of Achievement

The TFI™ Test Certificate of Achievement is an acknowledgement of your French proficiency. The TFI Test Certificate of Achievement is not available through some services. Contact your local ETS representative for availability.

The Certificate of Achievement features:

- Your name
- Your Listening score, Reading score, and Total test score
- Test date and location
- Administering organisation
- A format that is suitable for framing

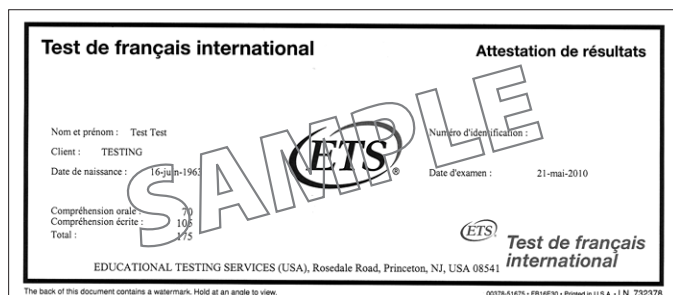


Score Report

Score Report Features:

The TFI™ Test Score Report is an acknowledgement of your English proficiency. Contact your local ETS Preferred Network office for more information.

- Your name
- Your Listening score, Reading score, and Total test score
- Your birth date
- Your identification number
- Test date and location
- A watermark on back



Preparing to Take the *TFI*™ Test

How to Get Ready to Take the TFI Test

The *TFI*™ test is not based on the content of any particular French course, but rather on your proficiency—your overall ability to use French. Improvement in proficiency may take some time and is generally achieved through a combination of practice and study.

Before taking the TFI test, there are several things you can do to prepare for the test and improve your French proficiency:

- Become familiar with the test format and how to mark your answers on the answer sheet. You can then focus your attention on the questions themselves, rather than on the format. Carefully review the test directions and the sample questions on pages 11–18 and the sample Background Questionnaire and sample answer sheet on pages 20–22.
- Immerse yourself in the language as frequently as possible and in as many ways as possible if it has been some time since you have had contact with French. Reading, watching TV and videos, listening to recordings, taking a French course, and speaking with friends and colleagues are some of the ways to practice French.
- **Web Resource Guide**
The official TFI Test website has many resources you may find helpful to familiarise yourself with the test:
 - test preparation material
 - scoring information
 - frequently asked questions (FAQs)

During the Test

- Work quickly and carefully.
- Do not spend too much time on any one question.
- Mark your answers on your answer sheet and not in the test book.
- Mark only one answer for each question. If you mark more than one answer, that question will be counted wrong—even if one of the answers you marked is correct.
- You will receive credit only for answers marked in the circles on the answer sheet. Your score will be based on the number of questions you answer correctly. There is no penalty for guessing.
- Try to answer every question to the best of your ability.
- Pay close attention to the time during the Reading section of the test. In the Reading section (68 minutes) you have to pace yourself, so work quickly and if you do not know the answer to a question, come back to it later.
- You may not use note paper.

Identification Requirements

All test takers must read Part 1, which is contained in the Examinee Handbook. Depending on whether the test taker will be testing within or outside his or her country of citizenship, the test taker must also read either Part 2 or Part 3, as appropriate.

Part 1. Information for All Test Takers

You must have acceptable and valid ID with a signature and photograph to be admitted to a test Centre. Expired documents are not acceptable. The photograph on your ID document must be recent and recognisable. Original documents must be presented; copies are not acceptable. Identification requirements are strictly enforced. It is your responsibility to read and understand the instructions and requirements.

If you don't have one primary ID with both a photograph and a signature, you must either sign the document or present an additional ID from the list of secondary identification documents. The secondary ID cannot be expired and must contain a recent, recognisable photograph and your signature. If you do not have an ID with a photograph and a signature, then you must present two primary ID documents with a photograph.

If you arrive at the test centre without the required identification, the test administrator will not admit you, you cannot take the test, and you forfeit your test fee.

When registering for the test, you must **use exactly the same name that appears on the primary identification document** you will present at the test Centre. Make sure to provide your entire first (given name) and entire surname (family name). **Do not register under a nickname.** If the name shown on your primary identification does not match the name used at registration, you will not be permitted to take the test. Check the name on your registration confirmation document. If the name does not match the name on your primary ID document, contact your local ETS Preferred Network office.

Only misspellings of your name can be corrected at check-in — name changes will not be made. If your name has changed for any reason, including marriage, you must still present primary identification in the name under which you registered, or you will not be permitted to take the test.

If the test centre administrator questions the ID you present, you will be required to present a secondary ID from the list in part 3.

If positive confirmation of your identity cannot be made, you may be refused admission to the test centre and forfeit your test fee. Admittance to the test centre does not imply that your form of identification is valid or that your scores will be reported. All reported cases of questionable ID are subject to review and approval by the ETS Office of Testing Integrity and/or the local EPA.

Test centre personnel will check your identification before assigning you a seat at the test Centre. The administrator will check your signature to verify that you are the person in your photo identification.

The photograph on your ID document must be recent and recognisable. For example, a ten-year-old photograph taken during childhood is not acceptable.

If you cannot meet the specified ID requirements or if you have questions about ID, please contact your local ETS Preferred Network office before registering for the test.

Part 2. Acceptable Primary Identification Documents

If Testing WITHIN Your Country of Citizenship

- Passport with photograph and signature
- National identification with photograph and signature
- Driver's license issued by the country where the test is being conducted, with photograph and signature
- Military identification with photograph and signature
- State identification with photograph and signature

If Testing OUTSIDE Your Country of Citizenship

- Passport with photograph and signature
- Driver's license issued by the country where the test is being conducted, with photograph and signature

United States military personnel may present their United States military ID cards for admission to test centres. If a military ID card does not contain a photograph and signature, a secondary ID is also required.

Residents of the country where the test is being conducted with refugee status may present a government-issued resident card (not a paper document or letter, even if stamped and signed), with photograph and signature, where the status is clearly stated.

Testing in European Union/Schengen Zone/Gulf Cooperation Council (GCC) Arab Countries or Mercosur Countries

Citizens of these intergovernmental unions can use valid national identity cards to test in any country within the same intergovernmental union.

If your primary ID is not written in English-language letters, you must also present an additional ID from the list of secondary identification documents (see "Acceptable Secondary Identification Documents" in part 3) that contains a recent, recognisable photograph and is in English or the local language.

If your primary ID does not contain your signature, you must either sign it or present an additional ID from the list of secondary identification documents (see "Acceptable Secondary Identification Documents" in part 3).

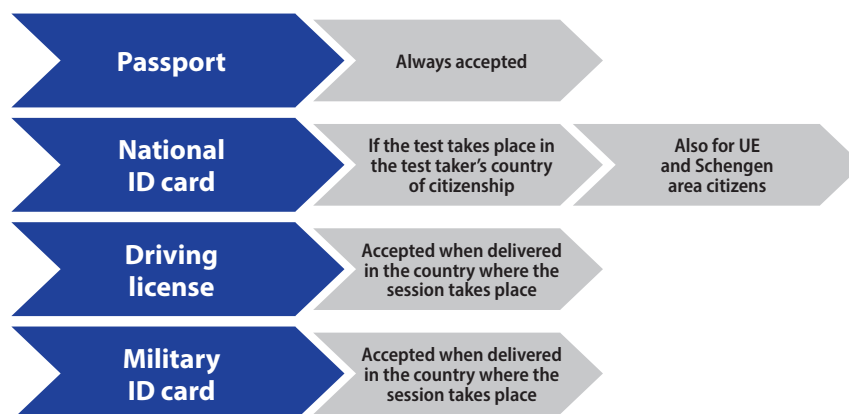
Part 3. Acceptable Secondary Identification Documents

If your primary identification is missing either a photograph or signature, you must present in addition to your primary ID one of the following secondary IDs that can be used to meet the photograph or signature requirement. Secondary IDs that can be used to meet the photograph or signature requirements are:

- A government-issued identification document that has not expired including, but not limited to, a passport, driver's license, state identification, national identification, or military identification. (There are some exceptions: see "Unacceptable Identification Documents" below.)
- Student ID

Part 4. Unacceptable Identification Documents

- Any expired ID
- Draft classification card
- Credit or debit card of any kind
- Resident card (see exception in part 2.)
- Social Security card
- Learner's permit or any temporary identification document
- International driver's license
- International student ID
- Notary-prepared letter or document
- Employee identification card
- Birth certificate
- Photocopy of ID



Consent forms - test takers under 18 years old

On test day, test takers under 18 years of age need to bring a Consent Form completed and signed by a parent or guardian. See Consent Form at the back of this manual. Test takers under 18 who do not have a signed Consent Form will not be admitted to the testing room.

Test Center Procedures and Regulations

The following procedures and regulations apply during the entire test session, which begins when you are admitted to the test center and ends when you leave the test center.

- Dress so that you can adapt to any room temperature.
- Friends or relatives who accompany you to the test centre will not be permitted to wait in the test centre or be in contact with you while you are taking the test. Except for ETS-authorized observers, visitors are not allowed in the testing room while testing is in progress.
- ID verification at the test centre may include thumb printing, photographing, video recording, signature comparison, or other forms of electronic ID or biometric confirmation. If you refuse to participate, you will not be permitted to test and you will forfeit the test fee. This is in addition to the requirement that you must present acceptable and valid ID.

- Other than ID, personal items are not allowed in the testing room. Before the test, you will receive instructions from test centre staff regarding where to deposit items such as cell phones, digital or smartwatches, handbags, and study materials. Storage space is limited, so plan accordingly. You will not have access to your personal items during the test or any unscheduled break.
- Test centres assume no responsibility for candidates' personal belongings.
- The test administrator will assign you a seat.
- On occasion, weather conditions or other circumstances beyond the control of ETS or the test administrator may require a delayed start or the rescheduling of your test. In the event that a technical problem at the test centre makes it necessary to cancel your test session or if it is later determined that your scores could not be reported, you will be offered the opportunity to retest free of charge or receive a full refund of the original test fee.
- No test taker will be admitted after test materials have been distributed.
- No aid of any kind is allowed in the test room. The following items in particular are not allowed in the test room: books, dictionaries, scratch papers, notes, rulers, calculators, highlighters, digital or smartwatches, mobile phones, pens, pencil sharpeners, mechanical pencils, scan pens or other scanning devices, stereos or radios, headphones, test preparation materials, translators, listening, recording, photographic devices and any electronic devices.
- You may not mark or underline words in the test book or make notes in the test book or on the answer sheet.
- You must have the supervisor's permission to leave the testing room. You may not leave the immediate testing area of the testing room or the test centre building during the test or during any unscheduled break. Any lost time cannot be made up.
- There is no scheduled break during the *TFI*[™] test. If you must leave the testing room, you are required to give the supervisor your identification document(s) before you leave the room. You will not be permitted to make up the time you lose.
- At the conclusion of the test, you will be required to return your test book and answer sheet to the test supervisor.

Report Suspicious Behaviour

Although tests are administered under strict supervision and security measures, testing irregularities may sometimes occur. Contact your local ETS Preferred Network office as soon as possible to report any observed behaviour that may lead to an invalid score. Examples include, but are not limited to:

- Copying from another test taker
- Taking the test for another person
- Having access to test questions before the test
- Providing answers to the test, including proctors and administrators
- Taking test questions or answers out of a testing room
- Using unauthorised electronic devices
- Using a fake ID
- Accessing or using notes

All information will remain strictly confidential.

Contact Information:

Web: www.etsglobal.org/security

Email: tests-security@etsglobal.org

Tel: +33 1 40 75 9118*

** Phone charge for France applies*

Dismissal from Test Session

A test administrator/supervisor is authorised to dismiss you from a test session or your scores may be canceled due to violations such as, but not limited to, the following:

- Attempting to take the test for someone else or having someone else take the test for you.
- Failing to provide acceptable identification.
- Obtaining improper access to the test, a part of the test, or information about the test.
- Using a telephone or cell phone during the test session or during breaks.
- Using any aids in connection with the test, such as mechanical pencils, pens, pagers, beepers, calculators, watch calculators, books, pamphlets, notes, rulers, highlighter pens, stereos or radios with headphones, mobile phones, watch alarms (including those with flashing lights or alarm sounds), stopwatches, dictionaries, translators, and any handheld electronic or photographic devices.
- Creating a disturbance (disruptive behavior in any form will not be tolerated; the test administrator/supervisor has sole discretion in determining what constitutes disruptive behavior).
- Attempting to give or receive assistance, or otherwise communicate in any manner with another person about the content of the test during the administration, during breaks, or before dismissal of the test session.
- Removing or attempting to remove test content, scratch paper, or notes relating to the test content from the test center. Under no circumstances may test content or any part of the test content be removed, reproduced, and/or disclosed by any means (e.g., hard copy, verbally, electronically) to any person or entity.
- Using scratch paper during the test session.
- Tampering with a computer.
- Taking a weapon or firearm into the test center.

- Taking food, drink, or tobacco into the testing room.
- Leaving the test center vicinity during the test session or during breaks.
- Leaving the testing room without permission.
- Taking excessive or extended unscheduled breaks during the test session. Test center administrators are required to strictly monitor unscheduled breaks and report test takers who take excessive or extended breaks.
- Referring to, looking through, or working on any test, or test section, when not authorized to do so, or working after time has been called.
- Failing to follow any of the test administration regulations in this examinee handbook, given by the test administrator/supervisor, or specified in any test materials.

The local ETS representative reserves the right to take all action—including, but not limited to, barring you from future testing and/or canceling your scores—for failure to comply with test administration regulations or the test administrator's/supervisor's directions. If your scores are canceled, they will not be reported, and your fees will not be refunded.

Sample Questions

With 180 questions, the TFI™ test measures a wide range of French proficiency. The following sample questions do not indicate the full range of difficulty you would find in an actual TFI Test.

General Directions

The following general directions are taken directly from the test book. After the general directions are specific directions for each part of the test, along with sample questions for each of the parts.

Ce test a pour but de vérifier vos compétences en français. Il dure environ deux heures et est divisé en six sections. Chaque section débute par des instructions spécifiques. Assurez-vous de bien les comprendre avant de commencer à répondre. Le surveillant peut vous aider si vous avez des difficultés.

Certaines questions vous paraîtront plus difficiles que d'autres mais essayez de répondre de votre mieux à toutes les questions. Le nombre de questions auxquelles vous répondez correctement déterminera votre score.

N'écrivez jamais dans ce livret. **Toutes vos réponses doivent être notées sur votre feuille de réponses.** Lorsque vous répondez, assurez-vous de bien noircir l'espace de la lettre de votre choix comme dans l'exemple ci-dessous afin qu'il n'y ait pas de doute quant à votre réponse.

Première partie - Compréhension Orale

Dans cette partie du test, vous pourrez démontrer votre niveau de compréhension du français parlé. Le test de compréhension orale comprend trois sections comportant chacune des instructions particulières.

Section I: Questions/Réponses

Instructions: Dans cette première section, vous entendrez des questions ou des phrases en français suivies de trois réponses. Vous n'entendrez la question ou la phrase et les réponses qu'une seule fois. Elles ne sont pas écrites dans votre livret. Écoutez attentivement puis choisissez la réponse convenant le mieux à la question ou la phrase entendue et noircissez la case correspondante sur votre feuille de réponses.

Voici un exemple:

Vous entendez:

« Qui est au téléphone? »

Vous entendez aussi:

(A) « C'est Jacques. »

(B) « Numéro deux. »

(C) « Enchanté. »

Exemple de réponse

(A) (B) (C) (D)

La meilleure réponse à la question « Qui est au téléphone? » est le choix (A), « C'est Jacques. » Vous devez donc noircir la case (A) sur votre feuille de réponses. N'inscrivez rien dans ce livret.

Nous commençons.

Questions Types:

Question 1.

Vous entendez:

À quelle heure la prochaine réunion aura-t-elle lieu?

Vous entendez aussi:

- (A) Elle viendra jeudi.
- (B) C'est un lieu charmant.
- (C) Juste après la pause.

Question 2.

Vous entendez:

Vous payez comment?

Vous entendez aussi:

- (A) J'ai oublié ma carte de crédit
- (B) En espèces.
- (C) Avec plaisir.

Section II: Dialogues

Instructions: Dans cette section, vous entendrez de courts dialogues entre deux personnes. Le texte des dialogues n'est pas écrit dans votre livret. Vous n'entendrez les dialogues qu'une seule fois. Écoutez donc très attentivement.

Dans votre livret, vous trouverez une question portant sur chaque dialogue. Chaque question est suivie de quatre réponses. Vous devez choisir la meilleure réponse à la question et noircir la case correspondante sur votre feuille de réponses.

Exemple:

Vous entendez:

- (FA) Es-tu allé au cinéma finalement?
- (HA) Non, je me suis couché tôt.
- (FA) Tu as manqué un bon film.

La question et les quatre choix sont:

- Question:* Pourquoi l'homme n'est-il pas allé au cinéma?
- (A) Il avait un rendez-vous ailleurs.
 - (B) Il n'aime pas le cinéma.
 - (C) Il a déjà vu le film.
 - (D) Il est allé dormir.

Exemple de réponse

(A) (B) (C) ●

On apprend dans ce dialogue que l'homme s'est couché tôt. La bonne réponse est (D) et vous devez noircir la case (D) sur votre feuille de réponses. N'inscrivez rien dans ce livret.

Continuons.

Questions Types:

Question 1.

Vous entendez:

- (HA) Hôtel Saint Germain, bonjour.
- (FA) Bonjour. Je voudrais réserver une chambre pour deux avec un grand lit et salle de bains.
- (HA) Oui, Madame, pour quel jour?

La question et les quatre choix sont:

- Question:* Que désire la cliente?
- (A) Réserver une chambre simple.
 - (B) Réserver une chambre double.
 - (C) Réserver une suite.
 - (D) Réserver deux chambres simples.

Question 2.

Vous entendez:

- (HA) Le taux de chômage est vraiment désolant.
- (FA) Et ça ne va pas diminuer de sitôt.
- (HA) J'ai bien peur que vous ayez raison.

La question et les quatre choix sont:

Question: Que semblent dire ces personnes?

- (A) Que le taux de chômage va rester élevé.
- (B) Qu'on a raison de diminuer le taux de chômage.
- (C) Qu'il y a un espoir malgré les chiffres actuels.
- (D) Que les chiffres donnés ne sont pas justes.

Question 3.

Vous entendez:

- (FA) Combien de personnes peut contenir la salle de réunion?
- (HA) Dix-huit en comptant la place du président.
- (FA) Nous serons seize. Ça devrait aller.

La question et les quatre choix sont:

Question: Que dit la femme?

- (A) Ils vont manquer d'espace.
- (B) Ça sera un peu juste, mais ça ira.
- (C) Le président ne pourra pas être là.
- (D) La réunion aura lieu le seize.

Section III: Exposés

Instructions: Dans cette section du test, vous entendrez plusieurs exposés courts portant sur divers sujets. Vous n'entendrez chaque exposé qu'une seule fois. Le texte des exposés n'est pas écrit dans votre livret. Vous devez donc écouter attentivement pour comprendre ce qui est dit et vous en souvenir.

Dans votre livret, vous trouverez deux ou trois questions portant sur chacun des exposés. Les questions sont suivies de quatre réponses. Vous devez choisir la meilleure réponse à la question et noircir la case correspondante sur votre feuille de réponses.

Exemple:

Vous entendez:

Toute l'année, pour vos voyages, votre Carte Quatre Étoiles vous donne accès à un service d'organisation de voyages, qu'ils soient d'agrément ou professionnels. Vous pourrez également obtenir des billets d'avion, réserver dans des hôtels ou louer une voiture. Ce service Voyage Bleu est exclusivement réservé aux possesseurs de la Carte Quatre Étoiles.

La question et les quatre choix sont:

Question: Que faut-il faire pour bénéficier des avantages mentionnés?

- (A) Avoir une limite de crédit approuvée.
- (B) Souscrire une assurance voyage.
- (C) Posséder la Carte Quatre Étoiles.
- (D) Faire un nombre minimum de voyages.

On apprend dans le texte que les avantages du service sont réservés « aux possesseurs de la Carte Quatre Étoiles ». Donc, la réponse à la question est (C) « Posséder la Carte Quatre Étoiles ». Vous devez noircir la case (C) sur votre feuille de réponses comme dans l'exemple. N'inscrivez rien dans ce livret.

Continuons.

Questions Types:

Vous entendez: **Les questions 1 à 3** portent sur cette publicité.

Quelle que soit la passion qui vous guide, le Québec possède ce qu'il faut pour satisfaire tous les goûts: activités culturelles, romantisme et découvertes historiques, proximité de la nature et joies du plein air. Tout y est! Vous pouvez être certain de passer des vacances inoubliables. Venez vous dépayser et vous amuser chez nous.

Les questions et les quatre choix sont:

- Question: 1. À quoi cette publicité sur le Québec vous invite-t-elle?
- (A) À vous y installer.
 - (B) À y trouver l'âme soeur.
 - (C) À y prendre des vacances.
 - (D) À y pratiquer des sports.
- Question: 2. Selon cette publicité, qu'est-on certain de pouvoir faire au Québec?
- (A) Bien manger.
 - (B) Visiter des parcs d'amusement.
 - (C) Faire des rencontres romantiques.
 - (D) Profiter du grand air.
- Question: 3. Qui pourrait être l'auteur de ce commentaire?
- (A) Un office du tourisme.
 - (B) Une association culturelle.
 - (C) Une agence matrimoniale.
 - (D) Une organisation pour l'emploi.

Vous entendez: **Les questions 4 à 6** portent sur cette publicité.

Aujourd'hui, malgré les moyens de transport modernes et confortables, il existe beaucoup de gens qui ne voyagent jamais et d'autres qui voyagent à peine. Il ne faut pas croire que la seule raison à cela soit financière. Non, quoique beaucoup ne veuillent pas l'admettre, la raison est souvent la peur de l'inconnu, la peur de se retrouver dans un endroit où ils ne connaissent personne, où rien ne leur est familier. D'autres ont peur des moyens de transport eux-mêmes. Ainsi, il y a des gens très aisés qui choisissent d'aller d'un bout à l'autre d'un pays, si grand soit-il, en voiture ou en autobus, plutôt que de se trouver pendant une heure seulement dans un avion.

Les questions et les quatre choix sont:

- Question: 4. Selon ce commentaire, comment sont les moyens de transport de nos jours?
- (A) Confortables.
 - (B) Bruyants.
 - (C) Chers.
 - (D) Dangereux.
- Question: 5. Pourquoi beaucoup de gens refusent-ils de voyager?
- (A) Ils veulent économiser.
 - (B) Ils craignent ce qui est différent.
 - (C) Ils n'ont pas le temps.
 - (D) Ils trouvent les voyages trop fatigants.

- Question:** 6. D'après cet exposé, qu'est-ce qui arrive à certains voyageurs riches?
- (A) Ils ont la terreur de voler.
 - (B) Ils trouvent les voyages en voiture trop longs.
 - (C) Ils n'aiment pas les endroits inconnus.
 - (D) Ils détestent les transports en commun.

Deuxième partie - Compréhension Écrite

Vous avez soixante-huit minutes pour compléter les sections 4, 5, et 6 qui constituent la deuxième partie du test.

Dans cette deuxième partie du test, vous pourrez démontrer votre niveau de compréhension du français écrit. Cette deuxième partie comprend trois sections comportant chacune des instructions particulières.

Section IV: Identification de l'erreur

Instructions: Dans cette partie du test, quatre mots ou groupes de mots sont soulignés. Vous devez identifier le mot ou le groupe de mots qui doit être corrigé parce qu'il comporte une erreur. Les quatre segments soulignés correspondent aux réponses (A), (B), (C) et (D); il n'y a qu'une erreur par question. Identifiez-la et noircissez la case correspondante sur votre feuille de réponses.

Exemple:

Les joueurs de football est de grands athlètes.

A B C D

Exemple de réponse

(A) (B) ● (D)

La phrase correcte est « Les joueurs de football sont de grands athlètes ». La faute porte sur le verbe. Vous devez donc noircir la case (C) sur votre feuille de réponses. N'inscrivez rien dans ce livret.

Commencez maintenant.

Questions Types:

1. Vivent-ils en Maroc depuis très longtemps?

A B C D

2. Il avait mal aux dents depuis deux jours, aussi a-t-il fait un rendez-vous chez le dentiste.

A B C D

3. Ce que l'économie de ce pays a besoin, c'est d'un afflux de capitaux étrangers.

A B C D

Section V: Phrases Incomplètes

Instructions: Les questions 116 à 140 sont des phrases incomplètes. Pour chacune de ces phrases, on vous suggère quatre choix (A), (B), (C) et (D); il n'y a qu'une bonne réponse parmi ces quatre choix. Choisissez le mot ou le groupe de mots qui complète le mieux la phrase et noircissez la case correspondante sur votre feuille de réponses. N'inscrivez rien dans ce livret.

Exemple:

Quand il fait froid, il faut mettre _____.

- (A) des allumettes
- (B) un manteau
- (C) une pelle
- (D) du feu

Exemple de réponse

(A) ● (C) (D)

La phrase correcte est: « Quand il fait froid, il faut mettre un manteau. » Vous devez donc noircir la case (B) sur votre feuille de réponses, comme dans l'exemple.

Commencez maintenant.

Questions Types:

1. L'ordinateur ne _____ plus, il est en panne!

- (A) travaille
- (B) marche
- (C) court
- (D) va

2. Un petit déjeuner vous sera servi _____ l'avion.

- (A) sur
- (B) dans
- (C) par
- (D) avec

3. Il est possible que la compagnie _____ appel à de nouveaux fournisseurs.

- (A) fait
- (B) fera
- (C) a fait
- (D) fasse

Section VI: Lecture

Instructions: Les questions 141 à 180 portent sur divers types de textes écrits (lettres, annonces, notes, etc.). Il n'y a qu'une réponse par question. Vous devez choisir la bonne réponse et noircir la case correspondant à votre choix: (A), (B), (C), ou (D), sur votre feuille de réponses. Attention: répondez aux questions selon ce qui est écrit ou ce qui peut en être déduit.

Exemple:

Lisez cet exemple:

Le régime de retraite pour les personnes âgées s'applique à toutes les personnes âgées mais seulement 66% d'entre elles ont vraiment besoin d'un revenu supplémentaire. Il serait plus utile de ne pas verser de pension aux personnes qui n'en ont pas besoin et d'augmenter le montant destiné aux personnes âgées dans le besoin.

Selon l'auteur, le régime est-il le meilleur possible?

- (A) Sûrement pas
- (B) Peut-être
- (C) Probablement
- (D) Sans doute

Exemple de réponse

● (B) (C) (D)

Le texte suggère une amélioration. On peut déduire que l'auteur pense que le régime n'est pas le meilleur possible. La meilleure réponse est donc (A). Vous devez donc noircir la case (A) sur votre feuille de réponses. N'inscrivez rien dans ce livret.

Commencez maintenant.

Questions Types:

Les questions 1 et 2 portent sur cette nouvelle.

Lisez ce texte:

C'est le grand match en coulisses de la Coupe du monde que tous les économistes attendent. La société Sporton, leader planétaire de l'équipement sportif, pourra-t-il détrôner son rival commercial, Kiufu qui règne, lui, sur le marché du foot? D'ici au prochain Mondial, nous dominerons le domaine du ballon rond, affirme un responsable de la firme américaine qui a frappé un grand coup en enrôlant une des meilleures équipes latino-américaines pour un contrat astronomique d'un milliard de francs sur dix ans.

- | | |
|---|--|
| 1. À qui s'adresse essentiellement cette nouvelle? | (A) Aux joueurs de football
(B) Aux amateurs de sport
(C) Aux hommes d'affaires
(D) Aux astronomes |
| 2. En mettant une grande équipe sous contrat, de quoi s'est assuré Sporton? | (A) De gagner le Mondial
(B) De prendre contrôle du marché du football
(C) De dominer le sport planétaire
(D) De gagner un milliard de francs |

Les questions 3 à 5 portent sur cet extrait d'un article.

Lisez ce texte:

Les gens n'ont jamais aussi bien vécu que de nos jours. Ils bénéficient d'une diminution du temps de travail, d'une augmentation des jours de vacances, d'améliorations dans le confort de la vie quotidienne, de centaines de chaînes de télévision et d'une plus grande variété alimentaire. Cependant, ils se plaignent d'être épuisés, surmenés, déprimés, de passer leur vie à courir. Seraient-ils donc moins forts que leurs aïeux de l'âge paléolithique qui ont dû affronter le froid, l'inconfort des cavernes, les famines saisonnières, et de nombreux prédateurs?

Nos ancêtres préhistoriques étaient doués d'une physiologie parfaitement adaptée à la lutte. C'est cette force vitale qui a permis la survie de notre espèce. En fait, les mécanismes physiologiques de nos contemporains ne sont pas moins efficaces. Le problème réside plutôt dans l'incapacité croissante des gens à gérer efficacement le stress quotidien qui est dû à des agresseurs plus nombreux, plus complexes et plus sournois. L'être d'aujourd'hui ne peut souvent que subir ces agressions sans frapper ni fuir et l'énergie non évacuée le ronge de l'intérieur déclenchant ou aggravant bien des problèmes médicaux.

- | | |
|---|---|
| 3. Quel adjectif décrit le mieux la situation exposée dans le premier paragraphe? | (A) Paradoxale
(B) Terrifiante
(C) Humiliante
(D) Mensongère |
|---|---|

4. Quel est l'un des problèmes des gens d'aujourd'hui qui n'est pas mentionné dans ce texte?

- (A) Une grande fatigue
- (B) Un état dépressif
- (C) Un sommeil perturbé
- (D) Une surcharge d'activités

5. D'après le texte, pourquoi l'être moderne est-il plus affecté par le stress que ses ancêtres?

- (A) Son alimentation n'est pas assez équilibrée.
- (B) Sa physiologie n'est pas adaptée à la lutte contre le stress.
- (C) Les agressions quotidiennes sont plus fréquentes et plus compliquées.
- (D) Le nombre de maladies graves a augmenté.

Answer Key

SECTION I	SECTION II	SECTION III	SECTION IV	SECTION V	SECTION VI
1. C	1. B	1. C	1. B	1. B	1. C
2. B	2. A	2. D	2. C	2. B	2. B
	3. B	3. A	3. A	3. D	3. A
		4. A			4. C
		5. B			5. C
		6. A			

TFI™ Test Background Questionnaire and Answer Sheet

In order to provide enhanced feedback to TFI™ test clients and examinees, the TFI Programme will ask you to complete the TFI Test Background Questionnaire at the testing session before you take the TFI test.

Background Questionnaire

The TFI Test Background Questionnaire asks about your education, work, English language, and TFI test-taking experience. Your responses to the questionnaire enable your organisation to learn more about the backgrounds of people who take the test and some of the factors that affect TFI test scores and improvement in French. Your responses to the questionnaire are kept confidential and do not in any way affect your TFI test scores. We encourage you to answer all of the questions. A sample of the questionnaire is included on page 20 of this handbook.

Answer Sheet

A sample of the answer sheet appears on pages 21 and 22 of this handbook.

Accent Marks

If your name (family name and first name) is written with any accent marks, you should complete the top half of section 1 on side 1 of the answer sheet. Above the boxes where you will write your name, there is an area that contains accent marks. You should fill in the circle that corresponds to the accent mark above each letter that contains an accent.

Group Code

Your test administrator may ask you to enter a number on side 1, section 5 of the answer sheet. The purpose of this group code is to enable TFI test clients to keep track of the performance of a group of people who take the TFI test two or more times as part of a specific French training programme. The test administrator will give you the appropriate number to enter in the group code section if your organisation has asked for this option.

Custom Codes

Your test administrator may ask you to enter a number or numbers on side 2, section 12 of the answer sheet. The purpose of custom codes is to keep track of the performance of certain TFI test examinees or groups of examinees. The test administrator will give you the appropriate number or numbers to enter in the custom codes section if your organisation has asked for this option.

Before the actual test begins, if you have any questions about the TFI Test Background Questionnaire and Answer Sheet, please ask your test administrator.

Background Questionnaire



Background Questionnaire

1. Which of the following best describes what you do now?

- A. I am employed (full-time or part-time).
- B. I am a student (not employed).
- C. Other

2. Please choose the highest level of education listed below that you have completed.

- A. High school
- B. Technical/Vocational school
- C. Some college completed
- D. University (undergraduate)
- E. Graduate school

3. How old are you?

- A. Under 25
- B. 25 – 29
- C. 30 – 34
- D. 35 – 39
- E. 40 or older

4. Before today, how many times have you taken the Test de français international?

- A. Never
- B. 1 time before
- C. 2 times before
- D. 3 times before
- E. 4 or more times

5. When did you last take the Test de français international?

- A. Less than 6 months ago
- B. 6 months or more, but less than 1 year ago
- C. 1 year or more, but less than 2 years ago
- D. 2 or more years ago
- E. I have not taken the Test de français international before today.

6. Why are you taking the Test de français international? (Choose one only)

- A. To get a job (selection screen)
- B. To get a promotion
- C. For placement into a job level or type of position
- D. For placement into a language training course
- E. For evaluation after or during a language training course
- F. As part of a research project
- G. Other

7. For how many years have you studied French?

- A. Less than 1 year
- B. 1 – 2 years
- C. 2 – 5 years
- D. 5 – 10 years
- E. More than 10 years

8. In what industry do you currently work? If you are a full-time student or are unemployed, please stop here.

- A. Agriculture, Mining, and Construction
- B. Manufacturing
- C. Transportation, Communication, and Public Utilities
- D. Wholesale and Retail Trade
- E. Finance and Insurance
- F. Services
- G. Government

9. About how many years have you been with your company?

- A. Less than 2 years
- B. 2 – 5 years
- C. 5 – 10 years
- D. More than 10 years

10. Which one of the following categories best applies to your job?

- A. Executive, Administrative, and Managerial
- B. Professional, Technical, and Scientific
- C. Marketing and Sales
- D. Administrative Support and Clerical
- E. Service
- F. Mechanics, Installers, and Repairers
- G. Construction Trades
- H. Production
- I. Transportation and Material Moving
- J. Handlers, Helpers and Laborers (Unskilled Labor)
- K. Armed Forces

11. What is your level in your company?

- A. Non-supervisory
- B. Supervisory
- C. Managerial

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11 RÉPONSES AU QUESTIONNAIRE
QUESTIONNAIRE RESPONSES

1	(A) (B) (C)
2	(A) (B) (C) (D) (E)
3	(A) (B) (C) (D) (E)
4	(A) (B) (C) (D) (E)
5	(A) (B) (C) (D) (E)
6	(A) (B) (C) (D) (E) (F) (G)
7	(A) (B) (C) (D) (E)
8	(A) (B) (C) (D) (E) (F) (G)
9	(A) (B) (C) (D)
10	(A) (B) (C) (D) (E) (F) (G) (H) (I) (J) (K)
11	(A) (B) (C)
12	(A) (B) (C) (D) (E)
13	(A) (B) (C) (D) (E)
14	(A) (B) (C) (D) (E)
15	(A) (B) (C) (D) (E)

12 SI UTILISÉ/IF ASSIGNED

CODE CLIENT CUSTOM 1			CODE CLIENT CUSTOM 2			CODE CLIENT CUSTOM 3		
0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

13 SIGNATURE ET DATE Merci de recopier en lettres manuscrites (pas en lettres d'imprimerie) et de signer comme vous le feriez sur un document officiel: J'atteste par la présente avoir pris connaissance des conditions de passage du test figurant sur le site internet www.ets.org/tfi et/ou dans le *Manuel du Candidat*; j'atteste également être bien la personne dont l'identité est inscrite au recto de la feuille de réponse.

Signature: _____ Date: _____

COMPRÉHENSION ORALE
LISTENING COMPREHENSION

1 (A) (B) (C)	26 (A) (B) (C)	51 (A) (B) (C) (D)	76 (A) (B) (C) (D)
2 (A) (B) (C)	27 (A) (B) (C)	52 (A) (B) (C) (D)	77 (A) (B) (C) (D)
3 (A) (B) (C)	28 (A) (B) (C)	53 (A) (B) (C) (D)	78 (A) (B) (C) (D)
4 (A) (B) (C)	29 (A) (B) (C)	54 (A) (B) (C) (D)	79 (A) (B) (C) (D)
5 (A) (B) (C)	30 (A) (B) (C)	55 (A) (B) (C) (D)	80 (A) (B) (C) (D)
6 (A) (B) (C)	31 (A) (B) (C)	56 (A) (B) (C) (D)	81 (A) (B) (C) (D)
7 (A) (B) (C)	32 (A) (B) (C)	57 (A) (B) (C) (D)	82 (A) (B) (C) (D)
8 (A) (B) (C)	33 (A) (B) (C)	58 (A) (B) (C) (D)	83 (A) (B) (C) (D)
9 (A) (B) (C)	34 (A) (B) (C)	59 (A) (B) (C) (D)	84 (A) (B) (C) (D)
10 (A) (B) (C)	35 (A) (B) (C)	60 (A) (B) (C) (D)	85 (A) (B) (C) (D)
11 (A) (B) (C)	36 (A) (B) (C)	61 (A) (B) (C) (D)	86 (A) (B) (C) (D)
12 (A) (B) (C)	37 (A) (B) (C)	62 (A) (B) (C) (D)	87 (A) (B) (C) (D)
13 (A) (B) (C)	38 (A) (B) (C)	63 (A) (B) (C) (D)	88 (A) (B) (C) (D)
14 (A) (B) (C)	39 (A) (B) (C)	64 (A) (B) (C) (D)	89 (A) (B) (C) (D)
15 (A) (B) (C)	40 (A) (B) (C)	65 (A) (B) (C) (D)	90 (A) (B) (C) (D)
16 (A) (B) (C)	41 (A) (B) (C) (D)	66 (A) (B) (C) (D)	
17 (A) (B) (C)	42 (A) (B) (C) (D)	67 (A) (B) (C) (D)	
18 (A) (B) (C)	43 (A) (B) (C) (D)	68 (A) (B) (C) (D)	
19 (A) (B) (C)	44 (A) (B) (C) (D)	69 (A) (B) (C) (D)	
20 (A) (B) (C)	45 (A) (B) (C) (D)	70 (A) (B) (C) (D)	
21 (A) (B) (C)	46 (A) (B) (C) (D)	71 (A) (B) (C) (D)	
22 (A) (B) (C)	47 (A) (B) (C) (D)	72 (A) (B) (C) (D)	
23 (A) (B) (C)	48 (A) (B) (C) (D)	73 (A) (B) (C) (D)	
24 (A) (B) (C)	49 (A) (B) (C) (D)	74 (A) (B) (C) (D)	
25 (A) (B) (C)	50 (A) (B) (C) (D)	75 (A) (B) (C) (D)	

COMPRÉHENSION ÉCRITE
READING COMPREHENSION

91 (A) (B) (C) (D)	116 (A) (B) (C) (D)	141 (A) (B) (C) (D)	166 (A) (B) (C) (D)
92 (A) (B) (C) (D)	117 (A) (B) (C) (D)	142 (A) (B) (C) (D)	167 (A) (B) (C) (D)
93 (A) (B) (C) (D)	118 (A) (B) (C) (D)	143 (A) (B) (C) (D)	168 (A) (B) (C) (D)
94 (A) (B) (C) (D)	119 (A) (B) (C) (D)	144 (A) (B) (C) (D)	169 (A) (B) (C) (D)
95 (A) (B) (C) (D)	120 (A) (B) (C) (D)	145 (A) (B) (C) (D)	170 (A) (B) (C) (D)
96 (A) (B) (C) (D)	121 (A) (B) (C) (D)	146 (A) (B) (C) (D)	171 (A) (B) (C) (D)
97 (A) (B) (C) (D)	122 (A) (B) (C) (D)	147 (A) (B) (C) (D)	172 (A) (B) (C) (D)
98 (A) (B) (C) (D)	123 (A) (B) (C) (D)	148 (A) (B) (C) (D)	173 (A) (B) (C) (D)
99 (A) (B) (C) (D)	124 (A) (B) (C) (D)	149 (A) (B) (C) (D)	174 (A) (B) (C) (D)
100 (A) (B) (C) (D)	125 (A) (B) (C) (D)	150 (A) (B) (C) (D)	175 (A) (B) (C) (D)
101 (A) (B) (C) (D)	126 (A) (B) (C) (D)	151 (A) (B) (C) (D)	176 (A) (B) (C) (D)
102 (A) (B) (C) (D)	127 (A) (B) (C) (D)	152 (A) (B) (C) (D)	177 (A) (B) (C) (D)
103 (A) (B) (C) (D)	128 (A) (B) (C) (D)	153 (A) (B) (C) (D)	178 (A) (B) (C) (D)
104 (A) (B) (C) (D)	129 (A) (B) (C) (D)	154 (A) (B) (C) (D)	179 (A) (B) (C) (D)
105 (A) (B) (C) (D)	130 (A) (B) (C) (D)	155 (A) (B) (C) (D)	180 (A) (B) (C) (D)
106 (A) (B) (C) (D)	131 (A) (B) (C) (D)	156 (A) (B) (C) (D)	
107 (A) (B) (C) (D)	132 (A) (B) (C) (D)	157 (A) (B) (C) (D)	
108 (A) (B) (C) (D)	133 (A) (B) (C) (D)	158 (A) (B) (C) (D)	
109 (A) (B) (C) (D)	134 (A) (B) (C) (D)	159 (A) (B) (C) (D)	
110 (A) (B) (C) (D)	135 (A) (B) (C) (D)	160 (A) (B) (C) (D)	
111 (A) (B) (C) (D)	136 (A) (B) (C) (D)	161 (A) (B) (C) (D)	
112 (A) (B) (C) (D)	137 (A) (B) (C) (D)	162 (A) (B) (C) (D)	
113 (A) (B) (C) (D)	138 (A) (B) (C) (D)	163 (A) (B) (C) (D)	
114 (A) (B) (C) (D)	139 (A) (B) (C) (D)	164 (A) (B) (C) (D)	
115 (A) (B) (C) (D)	140 (A) (B) (C) (D)	165 (A) (B) (C) (D)	

TFI™ Test Scores

Test Fairness and Score Use

The TFI™ Programme and its authorised local representatives have taken steps to ensure, to the extent possible, that tests and test scores are fair for all test takers, regardless of gender, age, nationality, and test taker industry background.

Score Reports

The scores you will receive are determined by the number of questions you answer correctly. The number of correct responses on each section, Listening and Reading, is converted to a number on a scale of 5 to 495. Adding your Listening and Reading scores together gives you a total TFI score on a scale ranging from 10 to 990. The statistical procedure used to convert scores to a common scale for each section ensures that TFI section test scores can be compared across different forms of the test. There is no penalty for wrong answers.

If you take the test through your employer or sponsoring organisation, your scores are provided to that organisation. It is the responsibility of your employer or organisation to provide you with a score report. If you take the test independently, you will receive your score report directly from the local representative.

Reliability

Reliability is defined as the proportion of observed score variance that is due to true score variance. It is an indicator of the extent to which test scores will be consistent across different conditions of administration and/or administration of alternate forms of a test. The type of reliability used in the TFI test is reported as an internal consistency measure using the KR-20 reliability index. The KR-20 reliability index assesses the extent to which all items measure the same construct. The more homogeneous the test items, the more consistently the examinees will perform. The reliability of the TFI Test Listening and Reading section scores across all forms of our norming samples has been approximately 0.95.

Standard Error of Measurement (SEM)

Errors of measurement occur when an examinee performs differently on one occasion or test form than on another for reasons that may or may not be related to the purpose of the test. A person may try harder, be more (or less) tired or anxious compared to some other occasion, have greater familiarity with the content of questions on one test form than on another test form, or simply guess more questions correctly on one occasion than on another. These reasons for inconsistency are generally referred to as errors of measurement. The Standard Error of Measurement (SEM) is an estimate of average difference between true scores and obtained test scores, and is about 22 scaled score points for each of the TFI Test Listening and Reading section. An examinee's true score could be estimated by ± 22 scaled score points around the test score obtained from one administration. For example, if you obtain a scaled score of 300 on the TFI Test Listening section, 68% of the time your true score will fluctuate between approximately 278 and 322.

Repeat Test Takers

If you take another version of the TFI test, you will probably obtain slightly different scores from those you receive the first time. A question like this usually arises, "How big of a difference do I need to get between two Listening scores or between two Reading scores before I can say that there is a real difference in my level of proficiency?" This question involves two independent tests given at two different times. The error of

measurement associated with the score obtained from one administration is called the SEM. The errors of measurement associated with two administrations are called the Standard Error of Difference (*SEdiff*). The *SEdiff* for each of the TFI Test Listening and Reading sections is about 32 scaled score points.

If a person began training with a Listening score of 300 and, following training, received a score of 340 on a different test form, has that examinee really improved in Listening or was this increase just a statistical fluke? To determine whether this was a true increase in the TFI test score, the examinee would construct a band of ± 1 *SEdiff*, or ± 32 points, around the obtained scores. In this case, the examinee has truly improved because the post-training score fell outside of the *SEdiff* (i.e., 268-332). Using this band, we can say with 68% confidence that the examinee has truly increased his or her proficiency level between the two tests.

Test Score Data Retention

To provide you and your employer with a historical summary of your scores, scores will be kept on file and reported for two years.

Rescore Requests

If you feel that your scores are not an accurate reflection of your ability in French, you should contact your ETS representative within six months of the test date. The representative will rescore your answer sheet and will give you a second score report. If a discrepancy is found between the first score report and the second one, the representative will pay for rescoring your answer sheet. However, if a discrepancy is not found, you may be charged a small fee for rescoring costs.

Policy and Guidelines for the Use of *TFI*™ Test Scores

Introduction

These guidelines are designed to provide information about the appropriate use of *TFI*™ test scores for corporations or schools that use the scores in making hiring, evaluation, and career promotion decisions, as well as school-related decisions. They are also intended to protect test takers from unfair decisions that may result from inappropriate uses of scores. Adherence to the guidelines is important.

The TFI tests are designed to assess French Language listening and reading proficiency relevant to today's international market. As the test measures with known statistical properties and high quality technical characteristics, the scores from these tests, when used properly, can improve the hiring, evaluation, and career promotion decision processes of local and multinational corporations, and other organizations where French communication skills are critical job requirements.

As more and more students go to colleges to acquire job skills in the global marketplace, schools are also increasingly using TFI test scores to evaluate student proficiency in French.

The TFI Programme and its authorised local representatives have a particular obligation to inform users of the appropriate uses of TFI test scores and to identify and try to rectify instances of misuse. To this end, the following policies and guidelines are available to all TFI test takers, institutions, and organizations that are recipients of TFI test scores.

Policies

In recognition of their obligation to ensure the appropriate use of *TFI*[™] test scores, the TFI Programme and its authorised local representatives developed policies designed to make score reports available only to approved recipients, to protect the confidentiality of examinees' scores, and to follow up on cases of possible misuse of scores. The policies are discussed below.

Confidentiality. TFI test scores, whether for an individual or aggregated for an institution, are confidential and can be released only by authorization of the individual or institution or by compulsion of legal process.

We recognise examinees' right to privacy with regard to information that is stored in data or research files held by ETS and its local representatives, and our responsibility to protect examinees from unauthorised disclosure of the information.

Encouragement of appropriate use and investigation of reported misuse. All organizational users of TFI test scores have an obligation to use the scores in accordance with the guidelines below, i.e., using multiple criteria, accepting only official TFI test scores, etc. Organizations have a responsibility to ensure that all individuals using TFI test scores are aware of these guidelines and to monitor the use of the scores, correcting instances of misuse when they are identified. The TFI Programme and its authorised local representatives are available to assist institutions in resolving score-misuse issues.

Guidelines

- **Use Multiple Criteria**

Regardless of the decision to be made, multiple sources of information should be used to ensure fairness and to balance the limitations of any single measure of knowledge, skills, or abilities. These sources may include graduate or undergraduate grade point average, years of experience in the target position, and recommendations from past supervisors and colleagues. When used in conjunction with other criteria, TFI test scores can be a powerful tool in making hiring, evaluation, promotion, or school-related decisions.

- **Accept Only Official TFI Test Score Reports**

The only official reports of TFI test scores are those issued by ETS authorised local representatives or by ETS. If an organisation administers a TFI test internally, with ETS knowledge and approval, it can obtain and keep score reports of that test. Scores obtained from other sources should not be accepted. If there is a question about the authenticity of a score report, the question should be referred to ETS authorised local representatives, who will then verify the accuracy of the scores and whether an official report was issued.

- **Maintain Confidentiality of TFI test scores**

All individuals who have access to TFI test scores should be aware of the confidential nature of the scores and agree to maintain their confidentiality. Policies should be developed and implemented to ensure that confidentiality is maintained.

Normally Appropriate Uses of TFI™ test scores

The suitability of a TFI™ test for a particular use should be explicitly examined before using test scores for that purpose. The following list of appropriate uses of TFI test scores is based on the policies and guidelines outlined on page 25. The list is meant to be illustrative, not exhaustive, in nature. There may be other appropriate uses of TFI test scores, but any uses other than those listed on this page should be discussed in advance with TFI Programme staff and its authorised local representatives to determine their appropriateness.

If a use other than those appropriate uses listed on this page is contemplated, it will be important for the user to validate the use of scores for that purpose. The TFI Programme staff and its authorised local representatives will provide advice on the design of such validity studies.

Appropriate Uses

Provided all applicable guidelines are followed, TFI test scores are suitable for the uses described below.

- Hiring of applicants for an open position within a corporation or organisation where workplace/ everyday-life French is a required job skill.
- Placement of applicants or candidates within a corporation or organisation where workplace/ everyday-life French is a required job skill.
- Promotion of candidates within a corporation or organisation where workplace/ everyday-life French is a required job skill.
- Measurement of workplace/ everyday-life French proficiency levels of students in schools.
- Measurement of individuals' progress in workplace/ everyday-life French proficiency levels over time.

Comments

Candidates can provide comments during the testing administration by asking the test supervisor for the Candidate Comment Form.

After taking the TFI test, please visit www.ets.org/tfi to complete the Candidate Satisfaction Survey.

If you have questions or comments regarding the TFI test, please contact your ETS Preferred Network office or ETS Global, 43 rue Taitbout 75009 Paris – France, or e-mail us at contact-emea@etsglobal.org.

Consent Form - For examinees under 18 years old

This test is being conducted by ETS Global or its representative, and ETS, located in Princeton, NJ (“ETS”).

You agree that all information provided, including demographic and background information, answers to test questions, and scores, may be used for research, development, and marketing purposes relating to the test. Information such as first and last names, student number, date of birth, country code, course level, number of years studying English, grade level, school name, demographic and background questions, and responses to questions (“Personal Information”) will be collected during the test. Names and other identifying information (first and last name, student number, date of birth) will be kept confidential and will not appear in any presentations or other publicly available materials, except that some Personal Information will appear on score reports.

ETS processes Personal Information for the following purposes and on the following legal bases:

- For the purposes related to the performance of contracts affiliated to the test, including for the completion of the obligations under these contracts, i.e. for the purposes necessary for the performance of these contracts (legal basis – Article 6(1)(b) of the GDPR);
- In order to ensure compliance with legislative obligations provided for in the legal regulations, e.g. tax regulations (legal basis – Article 6(1)(c) of the GDPR).
- For administration purposes, financial planning, efficiency assessment, security, verification of compliance with internal procedures and laws, and to monitor the performance of the duties specified in the contract, as well as for direct marketing of services of ETS and companies from its group, i.e. for the purposes of legitimate interest of the Company (legal basis – Article 6(1)(f) of the GDPR).

In case ETS processes Personal Information on the basis of voluntary consent and for the purposes indicated in such consent, the consent may be withdrawn at any time. However, the withdrawal of the consent will not affect the lawfulness of data processing done on the basis of the consent before its withdrawal. If the processing is done on the basis of consent, information will be provided about the consequences of the lack of or withdrawal of the consent.

In case of processing of Personal Information on the basis of Article 6(1)(f) of GDPR, ETS is pursuing the following legitimate interests: administration, financial planning, efficiency assessment, security, verification of compliance with internal procedures and laws, monitoring of the performance of the duties specified in the contract, as well as direct marketing of goods and services of ETS and companies from its group.

You may request to review personal identifying information or the deletion of your personal identifying information by contacting by contacting the ETS Global or the data privacy function at the following address: ETS Global B.V. Academic & Business Assessments, Strawinskyiaan 929, 1077 XX Amsterdam - The Netherlands, or by email: privacy@etsglobal.org.

Test taker Name (please print) _____

I have read the above statement and understand and agree to these terms. I hereby expressly consent to permit ETS Global or its representative and ETS to transfer Personal Information, including personal identifying information, belonging to the above-named test taker into and out of the United States and other countries worldwide and to use such Personal Information for the purposes stated herein.

Name of parent/guardian (please print) _____

Signature _____ **Date** _____

Test center Name and Location _____

ETS provides a comprehensive suite of English Language Learning products and services that encourage learning, assess progress and measure proficiency. Backed by years of research, our programmes support teachers and decision makers and help individuals achieve academic, business and personal success.

For more information about the TFI™ test, contact:

ETS Global ■ 43 rue Taitbout 75009 Paris ■ France

Tel.: **+33 (0) 1 40 75 95 20**

Email: **contact-emea@etsglobal.org** ■ Web: **www.etsglobal.org**



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