

## **LANGUAGE PROFICIENCY EXAMINATION (LPE) POLICIES & GUIDELINES**

### **1. PURPOSE**

In accordance with General Assembly resolutions 2480B (XXIII) of 21 December 1968 and 50/11 of 2 November 1995 concerning the need to achieve and maintain linguistic balance within the Organization, language proficiency examinations (LPE) are held to confirm the written and spoken knowledge of the six official languages of the United Nations, i.e., Arabic, Chinese, English, French, Russian and Spanish, and subsequent eligibility for language-related incentives. **The general principles and conditions governing language proficiency and language incentives are provided in ST/AI/2016/9 of 20 December 2016.**

### **2. ORGANIZATION OF THE EXAMINATION**

The LPE is developed, organized and coordinated by the Office of Human Resources Management (OHRM) of the UN Secretariat. The UN LPE Board of Examiners (of the UN Language & Communication Programme) is responsible for the development of exam content and the marking of the LPE.

The Examinations & Tests Section (ETS) is responsible for exam printing, distribution, coordination, score tracking, results dissemination, and the general administration of the LPE, as well as for return mailing expenses.

ETS is NOT responsible for verifying the eligibility of applicants, nor for the expenses incurred in the administration of the LPE outside New York (e.g., administrators and proctors; room rental; telephone, travel).

The LPE is intended for the staff members of the United Nations Secretariat. It is also offered to the staff members of other entities of the UN common system (Funds, Programmes and affiliates) on a cost recovery basis and who have agreed to the cost recovery mechanism.

### **3. FEE**

The costs incurred by the UN Secretariat/OHRM to cover examinations in the six official languages in approximately 100 to 120 duty stations were lastly estimated in 2012, and below is a summary:

#### **A. GLOBAL COSTS incurred by OHRM to cover:**

- i) Design and development in six official languages
- ii) Marking of all written examinations in six official languages
- iii) Marking of all oral examinations in six official languages
- iv) Global administration (preparation, design and shipping of the examination materials)
- v) Handling global administrative tasks (request for financial endorsement, scoring, produce results and certificates, etc.)

The global costs incurred for 2010 and 2011 were estimated as follows:

- i) 2010: US \$224 per convoked candidate
- ii) 2011: US \$199 per convoked candidate

B. LOCAL COSTS incurred by the local examination centre to cover:

- i) Registration and scheduling
- ii) Invigilators/proctors
- iii) Conduct of 15 minute interviews
- iv) Rental of premises (if required)

For example, the local costs incurred in New York for 2010 and 2011 were estimated as follows:

- i) 2010: US \$199 per convoked candidate
- ii) 2011: US \$157 per convoked candidate

In this respect, effective 2012, the registration fee for the participating UN Funds and Programmes, Specialized Agencies and other UN entities is increased, as follows:

- i) US\$ 300 (for New York Test Site) and
- ii) US\$ 200 (for all other Test Sites)

The above fees are per convoked registrant (i.e. irrespective of whether applicants actually sit for the examination) and per examination (should an applicant register for more than one language, the fee will be calculated accordingly).

For non-New York convoked candidates, some test sites charge registrants an additional local fee, to recover resources spent locally.

#### **4. COST RECOVERY**

As a business process improvement, the cost recovery mechanism is implemented at the headquarters level, not at the local or individual level.

Each participating UN entity nominates a Finance Focal Point. Only the organizations which have nominated a Finance Focal Point can have their applicants participate in the LPE. ETS will seek endorsement of the applicants for payment purposes at the Headquarters' level from the Finance Focal Point of each UN participating entity after the registration period and before exam convocation.

After the closing of the registration period, the Finance Focal Points will receive a log in and password to access the applications of the candidates from their organization. They will be asked to indicate in the system whether or not the payment of the applicants' LPE registration fee is endorsed (specific instructions will be sent in due course). ETS will send each Finance Focal Point a list of all eligible candidates from their organization with the corresponding cost. Financial Focal points will be required to print, date, duly sign and return by email this list to ETS. ETS will convoke ONLY those candidates endorsed by the Financial Focal Point. **Once an applicant's registration fee is endorsed by the Financial Focal Point, the applicant will be convoked, and the agency must pay the fee on behalf of the applicant, regardless of whether or not the applicant sits for the exam.**

**If the endorsement of the registrants and the agreement to pay is not received by ETS by the deadline provided, candidates' applications from that Organization will automatically be rejected.**

## **5. TEST SITES**

The LPEs are conducted simultaneously in the following locations:

1. United Nations headquarters in New York and offices in Geneva, Nairobi and Vienna.
2. Regional Commissions: Addis Ababa (Economic Commission for Africa), Santiago (Economic Commission for Latin America and the Caribbean), Bangkok (Economic and Social Commission for Asia and the Pacific) and Beirut (Economic and Social Commission for Western Asia).

### 3. Other Locations:

Where there is no UN Secretariat Office, peacekeeping mission, or Regional Commission, UN agencies, funds and programmes, and other entities such as International Tribunals, should jointly coordinate and select only one United Nations entity to administer the LPE to all candidates within the duty station area. The Local Administrator at the selected test site will be responsible for (a) disseminating the information to the other entities covered by the test site; and (b) verifying eligibility of candidates from all local agencies participating in the LPE.

However, inter-agency cooperation and resources pooling is strongly encouraged to ensure a smooth administration of the exams for all candidates at the same duty station, regardless of their parent organization. Every effort should be made to administer the exams at no additional cost to applicants. If a local fee must be charged to cover additional costs incurred to the office for hosting the exam, the test site must indicate their intent to charge a fee, and the amount of the fee, at the time of test site registration. Calculation of the fee amount must be spread over the estimated total number of candidates, even if a test site decides not to charge its own staff members. The fee should not unfairly burden staff members from the UN Secretariat, or other UN Funds and Programmes.

In order to facilitate coordination between each agency and Local Administrators, each participating agency in a given duty station is encouraged to designate a LPE focal point with whom the local LPE administrator will liaise throughout the examination cycle. Even though the applicants are required to submit online a complete and accurate application, the agency focal point should be able to help the local administrator establish candidates' eligibility, if required.

## **6. LPE TEAM AT TEST SITES**

### Officer-in-Charge

The Officer-in-Charge should be the supervisor of the LPE local administrator. Depending on the size and organisational structure of the test site, the Officer-in-Charge could be the Head of Office, Chief of Personnel, etc. His/Her role is to oversee the process. By signing the test site registration letter, the Officer-in-Charge certifies that the examination process (including applications review) will be conducted according to the instructions and guidelines received from ETS.

### Local Administrator

The local LPE administrator is responsible for organizing the examinations and should be empowered to conduct any related duties. The Administrator must hold a UN letter of Appointment. In this capacity, the administrator is, inter alia, in charge of:

1. disseminating all LPE-related information to all staff concerned, including staff from other UN entities in any given duty station throughout the examination cycle;
2. handling of LPE applications including ensuring that eligibility requirements are met;
3. organizing the examinations (identifying exam administrators and proctors, booking rooms, identifying interviewers, scheduling interviews, etc);
4. liaising with the Examinations and Tests Section.

The examinations are offered in the 6 UN official languages. The written part is administered simultaneously in 3 different languages per day for two days (Chinese, English, Russian on day 1; Arabic, French and Spanish on day 2). The local administrator is in charge of identifying administrators for the exam day in each room where the examinations are being conducted; however, he/she will remain in charge of all communications with ETS.

### LPE Assistant

The role of the LPE assistant is to help with the various administrative tasks throughout the examination cycle and to assist with the candidates' invigilation and registration on the exam day.

### LPE Recipient

The LPE recipient is responsible for receiving and storing the examination material under conditions of maximum security. It can be any of the LPE team member mentioned above or a different person.

In order to prevent any real or perceived conflict of interest, **individuals involved in the LPE process**, regardless of their level of involvement, **are NOT allowed to register for the exam. Should such situation occur, they would be automatically DISQUALIFIED.**

**Examination Administrators, Assistants, and other personnel involved in LPE test administration should read through the instructions carefully.**

**At least one organizational meeting should be held prior to the test session** to ensure that everyone knows what needs to be done before and on the day of the exam (e.g., how to set up the room, check-in procedures, how to seat candidates, how to distribute and collect examination booklets, what clock should be used for test timing, etc.)

## **7. COMMUNICATION WITH ETS**

Any change of Officer-in-Charge, Local Administrator, LPE Assistant or LPE Recipient must be communicated immediately to ETS, by emailing the form for nomination to oahunlpe@un.org. Any problems or issues affecting the administration of the examination must be promptly reported to ETS by email to oahunlpe@un.org.