

Dean of Grad Ed & Postdoc Affrs

From: Dean of Grad Ed & Postdoc Affrs

Sent: Thursday, August 24, 2023 1:44 PM

To: Dean of Grad Ed & Postdoc Affrs <graduatedean@ucsd.edu>

Subject: Policy and Procedure Update: English Language Certification Exam (ELCE) for TAs

August 24, 2023

TO: GRADUATE DEPARTMENT AND GROUP CHAIRS
GRADUATE COORDINATORS

FR: JAMES ANTONY, Dean
Division of Graduate Education and Postdoctoral Affairs

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The Teaching + Learning Commons

SUBJ: Policy and Procedure Update: English Language Certification Exam (ELCE) for TAs

Per campus policy, international students who are nonnative speakers of English must be certified as having requisite language skills before they can serve as teaching assistants for the first time at UC San Diego. As you prepare for the academic year, we want to share a few important policy and procedure updates surrounding the English proficiency requirement for international teaching assistants.

POLICY: English Language Requirement for International Teaching Assistants

To demonstrate the language skills necessary for teaching, the Division of Graduate Education and Postdoctoral Affairs requires that a graduate student qualify through one of the following:

- 1) Qualifying Speaking Score on TOEFL, IELTS or PTE Standardized Language Exams

Test	Score
TOEFL (Test of English as a Foreign Language)	26-30
IELTS (International English Language Testing System)	8-9
PTE (Pearson Test of English)	84-90

- 2) Exemption Based on Prior Degree from Institution Where English is the Only Medium of Instruction

For English may have been exempt from submitting Standardized Language Exam scores if they earned a bachelor's, master's, or doctoral degree with grades of B or better from either:

- A regionally accredited U.S. college or university where English is the only medium of instruction, or;
- A foreign college or university where English is the only medium of instruction. Students may verify whether their institution meets this requirement by looking up the institution in the [IAU World Higher Education Database \(WHED\)](#)

International graduate students who received this admission exemption have met the English language proficiency requirements to serve as a Teaching Assistant.

3) Passing Score on the English Language Certification Exam (ELCE)

Students who have not demonstrated the requisite English proficiency through a Standardized English Language Exam or by an Exemption may meet the requirement by passing the English Language Certification Exam (ELCE) administered by UC San Diego's English Language Institute (ELI).

To better support hiring units in validating the language proficiency for international TA applicants, the IA System now includes TOEFL and IELTS speaking subscores for students, when available.

To view the full policy, please visit:

<https://grad.ucsd.edu/financial/employment/ases/international-tas.html>

For employment eligibility questions, please submit a ticket to GEPA FSU via [Services & Support](#). For employment exception requests, please refer to the general guidelines outlined here: [Exceptions to Policy](#).

PROCEDURE: English Language Certification Exam (ELCE)

The English Language Certification Exam (ELCE) is an oral language assessment conducted by a committee prior to the start of classes. To pass, students are expected to respond and interact appropriately to discipline-specific questions with proficient vocabulary and comprehensible pronunciation. Effective 2023/24, the Teaching + Learning Commons has partnered with the Division of Extended Studies English Language Institute (ELI) to administer the ELCE. Typically, a faculty representative from the hiring unit should participate in the ELCE.

For further details on the ELCE, please visit the UCSD English Language Institute website, here:

<http://extendedstudies.ucsd.edu/international-programs/courses-and-programs/elce-international-grad-students>

For all questions regarding the English Language Certification Exam (ELCE), including scheduling procedures, please contact the English Language Institute at ip-itaprogram@ucsd.edu.

For Fall 2023, the ELCE will be administered through the English Language Institute (ELI) from September 5-29, 2023. The hiring unit should contact the ELI via ip-itaprogram@ucsd.edu to coordinate the exam schedule for your students.

