GUIDELINES FOR APPLICATION FOR THE HAWAIIAN LANGUAGE PLACEMENT EXAM (HLPE)
(Revised Fall 2013)

HLPE Exam Purpose
The purpose of the HLPE is to assess Hawaiian Language acquisition and proficiency for appropriate placement into the Hawaiian language courses offered at UH Mānoa in order for students to meet the Hawaiian and/or Second Language undergraduate graduation requirement. The HLPE is not a diagnostic test, nor is the HLPE a formative or summative assessment. As a placement test, students must complete subsequent course work to demonstrate language skills acquired, and/or language competency or proficiency in reading, writing, speaking, listening and reasoning using Hawaiian Language over time. After placement by HLPE score into a Hawaiian language course, the student must pass the course (C not C- or better for HAW 102-202; B- or better for HAW 301-402) to demonstrate proficiency and competency in Hawaiian language acquisition.

HLPE Exam Participants
HLPE REQUIRED FOR:
STUDENTS ENROLLING WITH PRIOR HAWAIIAN LANGUAGE: If you have prior Hawaiian Language experience (e.g., high school, kula kiaipuni, other university or community college courses, lived with native speakers, etc.), you must register to complete the Hawaiian Language Placement Exam in order to qualify for UH Mānoa back credits and/or waive credits.

HLPE RECOMMENDED FOR:
STUDENTS ENROLLING IN ADVANCED COURSES IN HAWAIIAN LANGUAGE: We encourage students who have not been recently engaged in using Hawaiian frequently, to consider taking a placement exam if they are interested in taking advanced courses (300-400 levels) in Hawaiian Language. You must register for the exam.

NO PLACEMENT TEST REQUIRED FOR:
• STUDENTS ENROLLING IN HAW 101: You may enroll in HAW 101 with no prior consent or pre-requisites. A placement exam is not required to enroll in HAW 101.
• CONTINUING UH SYSTEM STUDENTS: You may continue to enroll in the next Hawaiian Language course for which you are eligible to meet your Hawaiian or second language requirements for your degree.
• STUDENTS ENROLLING WITH PRIOR COLLEGE CREDITS IN HAWAIIAN LANGUAGE: If you have already earned equivalent college credits for Hawaiian Language, taking a placement exam is optional (e.g., 100-200 levels at a community college or other accredited university with a C (not C-) grade or better). However, the HLPE is strongly recommended if you are interested in taking advanced courses (300-400 levels) in Hawaiian Language. You must register for the exam.

HLPE Exam Dates
HLPE exam dates and locations are established each semester and announced in the UH Mānoa Registration Guide and on-line. Please contact the Hawaiian Language Academic Advisor to register to take the exam. Please send your completed registration application with supporting documents and exam fees (if required) by the established due date.
HLPE Exam Site and Facilities
The exam site is located on the UH Mānoa campus at Moore Hall Lab 155B located at 1890 East-West Road, Honolulu, HI 96822. The facilities will open and close one-half our before and after the exam. Parking is always a challenge on the Mānoa campus, so please plan ahead. For a campus map, access www.hawaii.edu/campusmap/

HLPE Exam Protocols
Please bring along an official government issued picture ID (or valid student ID) along with your HLPE Ticket. Plan on participating in a four-hour period (4 hours) for uninterrupted examination. All exam materials will be provided. Only participants taking the exam may be present at the exam site. No smoking, eating or drinking is allowed. A short break will be scheduled after the second hour of the exam.

HLPE Exam Components & Schedule
The Hawaiian Language Placement Exam has two components that are evaluated and assessed by the Hawaiian Language faculty: (1) Overall Competency to Read, Write and Reason in the Hawaiian Language (2 hours) and (2) Oral Speaking and Listening Fluency using the Hawaiian Language (1 hour). Exam administration time and scheduled breaks add another 1 hour.

HLPE Exam Results & Reporting
The results of the HLPE are:

- **Valid for One Year:** The exam results are valid for one year from the date of the exam. The results are final and cannot be appealed.
- **Use of Results:** For placement purposes into credit courses, the results of the exam are only valid at UH Mānoa. The results may or may not be valid or acceptable at other universities and community colleges.
- **Results Reported:** Allow **four weeks** after the exam for results to be reported in writing. Unless otherwise requested, exam results will be emailed.
- **Re-test:** Students may re-test only after one year from the date of the exam.

Take the Exam Early
Since results of the placement exam are used to place students into appropriate Hawaiian language levels and courses, it is to the student’s advantage to take the exam well in advance of the UH Mānoa registration periods. In general, the Spring HLPE results are used for Summer and Fall registration. The Fall HLPE results are used for Spring registration. Test early!

ADA Accommodations
If you have a disability and related access needs, please contact the KOKUA program (UH Mānoa Disabled Student Services Office) at 956-7511, KOKUA@hawaii.edu, or report to the Queen Lili‘uokalani Center for Student Services. Please know that we will work with you and KOKUA to meet your access needs based on disability documentation. Specific information regarding receiving assistance during exams may be accessed at: http://www.hawaii.edu/kokua/ExamAccoms.htm#procedures.

HLPE Exam Fees
Students who are enrolled at UH Mānoa or other UH System universities or community colleges are not assessed fees for the HLPE. As a professional courtesy to all UH System students, Hawai‘inuiākea offers the HLPE as a viable option for meeting the Hawaiian Language and/or second language requirements for students who hope to apply for back credits and/or waivers from this requirement towards their degree program.
Please consult the current UH Mānoa catalog and policy for a complete description of the Hawaiian and second language requirements for your degree at http://www.hawaii.edu/gened/hsl.htm

Non-UHM or non-UH system students are assessed a $50 (US funds) non-refundable service fee in order to register and take the HLPE. Make checks payable to: University of Hawai‘i at Mānoa. At this time the university does not accept credit or debit payments.

How To Apply

REGISTRATION APPLICATION (ALL STUDENTS). NO WALK-IN REGISTRATIONS! Space is limited!
Submit a complete Registration Application For The Hawaiian Language Placement Exam by the due date. Only timely and complete registration applications will be accepted.

FOR NON-UH SYSTEM STUDENTS ONLY!
Attach the following documents or information to your Registration Application For The Hawaiian Language Placement Exam:

1. Check made payable to ($50 US funds only) to the University of Hawai‘i at Mānoa. At this time the university does not accept credit or debit payments.
2. Submit a copy of your university’s Foreign or Second Language Placement/Competency requirements with a full description (or other written criteria) from your university catalog or your college major department or program. The essential criteria for passing your course of study with regards to completing your degree should be accurately and fully described, including the number of course credits and/or instructional hours required.
3. Complete and submit any forms that your university requires to inform officials of the results of your Hawaiian Language Placement Exam.
4. Provide a self-stamped, self-addressed no. 10 business envelope to mail your exam results. Please specify the name, title, department, and mailing address.
5. On your registration form, you will be ask to provide a phone no. & email address of the person to whom the results of your Hawaiian Language Placement Exam will be sent when you register on the exam day.

HLPE Exam Proctor
Please contact our Exam Proctor, Dr. Kamuela KaʻAhanui, Academic Advisor at kukakuka@hawaii.edu or phone 808.956.7637 to register for one of the HLPE exam sessions, for more information, or to cancel your HLPE reservation.