The University of Chicago Language Center

Academic English Proficiency Assessment (AEPA) Administration Process

Step 1:
Departments/Programs should contact the Office of Language Assessment (OLA) at languageassessment@uchicago.edu to request the AEPA for a student/a group of students.

Template request:
We request the Academic English Proficiency Assessment (AEPA) for the following prospective [ ] J-1 status holder or [ ] non-degree visiting student:

Last Name:
First Name:
Email:

Step 2:
Office of Language Assessment contacts the AEPA candidate(s) through languageassessment@uchicago.edu to register for the test online. The online registration link is as follows: https://academic-english-proficiencyassessment.youcanbook.me/

Step 3:
Once the AEPA candidate(s) registers for the test, they receive an automated confirmation email with the date and time of the test.

Step 4:
Then, Office of Language Assessment sends another email which has the instructions to take the AEPA via an online video conferencing system called “Zoom”. This email also includes rules and reminders regarding the test.

Step 5:
Once the test is completed according to the AEPA protocol, Office of Language Assessment sends the “AEPA Results Summary” (please the AEPA Results Summary template) to the requesting department.

Step 6:
Lastly, Office of Language Assessment prepares the invoice for the AEPA(s) administered and sends to the department/program that requested the test (please see the AEPA Invoice template).