



Preparing for Federal Public Service Second Language Evaluations

If you have to do or redo your language evaluations in the near future, the following resources may help you prepare.

1. [Test of reading comprehension](#)
2. [Test of written expression](#)
3. [PSC Oral Language Assessment \(OLA\) Test](#)

Test of reading comprehension

Preparing for the test of reading comprehension

1. Familiarize yourself with this type of test

Visit the Public Service Commission's (PSC) website. The PSC oversees language testing for current and future public servants. Their website has important details on the test format, passing marks, the process for taking the test online, how long the result is valid for, possible accommodations and appeal mechanisms, among others.

There are two versions of the reading comprehension test:

- the **unsupervised version**, which is done **online** ([Unsupervised Test of Reading Comprehension](#))
- the **supervised version**, which is taken **in person** ([Test of Reading Comprehension](#))

2. Test yourself

Take a diagnostic test to determine where you currently stand in relation to the level you want.

For French:

- [French Level Test: Reading Comprehension](#)

For English:

- [English Level Test: Reading Comprehension](#)

3. Practise

You can practise using the test practice tool available on the [Canada School of Public Service's online learning platform](#). If you don't already have access to the platform, you will first need to [create an account](#).

For French:

- [FON402 – Preparation for the French as a Second Language Evaluation: Written Expression and Reading Comprehension](#)

For English:

- [FON401 – Preparation for the English as a Second Language Evaluation: Written Expression and Reading Comprehension](#)

4. Enrich your vocabulary (if necessary)

If you don't get the level you want, you may need to strengthen your skills in your second official language. You need training more than preparation. The Canada School of Public Service offers a number of online training courses to help you improve the vocabulary you need to succeed in the reading comprehension evaluation.

For French:

- [FON408 – Vocabulary Consolidation: Four Professional Communication Topics in French as a Second Language](#)
- [FON412 – Master Key Competencies in Oral and Reading Comprehension – French as a Second Language](#)

For English:

- [FON407 – Vocabulary Consolidation: Four Professional Communication Topics in English as a Second Language](#)
- [FON411 – Master Key Competencies in Oral and Reading Comprehension – English as a Second Language](#)

Test of written expression

Preparing for the test of written expression

1. Familiarize yourself with this type of test

Visit the Public Service Commission's (PSC) website. The PSC oversees language testing for current and future public servants. Their website has important details on the test format, passing marks, the process for taking the test online, how long the result is valid for, possible adaptation measures and appeal mechanisms, among others.

There are two versions of the written expression test:

- the **unsupervised version**, which is done **online** ([Unsupervised Test of Written Expression](#))
- the **supervised version**, which is taken **in person** ([Supervised Test of Written Expression](#))

2. Test yourself

Take a diagnostic test to determine where you currently stand in relation to the level you want.

For French:

- [French Level Test: Written Expression](#)

For English:

- [English Level Test: Written Expression](#)

3. Practise

You can practise using the test practice tool available on the [Canada School of Public Service's online learning platform](#). If you don't already have access to the platform, you will first need to [create an account](#).

For French:

- [FON402 – Preparation for the French as a Second Language Evaluation: Written Expression and Reading Comprehension](#)

For English:

- [FON401 – Preparation for the English as a Second Language Evaluation: Written Expression and Reading Comprehension](#)

4. Develop your grammar and vocabulary (if necessary)

If you don't get the level you want, you may need to strengthen your second language skills. You need training more than preparation. The Canada School of Public Service offers a number of online training courses to help you improve your grammar and vocabulary, two very important aspects in succeeding in the written expression evaluation.

For French:

- [FON410 – Interactive Grammar Modules in French as a Second Language](#)
- [Alloprof \(French\)](#)
- [FON408 – Vocabulary Consolidation: Four Professional Communication Topics in French as a Second Language](#)

For English:

- [FON409 – Interactive Grammar Modules in English as a Second Language](#)
- [Cambridge University – Learning English](#)
- [FON407 – Vocabulary Consolidation: Four Professional Communication Topics in English as a Second Language](#)

PSC Oral Language Assessment (OLA) Test

Prepare for the PSC oral language assessment

1. Familiarize yourself with this type of test

Visit the Public Service Commission's (PSC) website. The PSC oversees language testing for current and future public servants. The website has [important details](#) on the test format, the test structure, the process for taking the test online, the possible results, how long the result is valid for, possible accommodation measures, feedback you will receive and appeal mechanisms, among others. The test is administered **remotely** via the Internet.

2. Evaluate your current performance

Take a diagnostic test to find out where you currently stand in relation to the level you want to obtain. There are two tests you can take online. Note that this type of test gives an approximate result of your performance. An interview with a language assessment professional should give you a more accurate result.

For French:

- Take the placement test offered in [Mauril app](#). The result should give you a good indication of your level of proficiency in the second official language.
- Public Services and Procurement Canada (PSPC) offers a [self-assessment tool for part-time French language training](#) for public servants who would like to register for this training. The tool allows them to determine approximately the level of training that would suit them best (beginner, intermediate or advanced).

For English:

- Take the placement test offered in [Mauril app](#). The result should give you a good indication of your level of proficiency in the second official language.
- Public Services and Procurement Canada (PSPC) offers a [self-assessment tool for part-time English language training](#) for public servants who would like to register for this training. The tool allows them to determine approximately the level of training that would suit them best (beginner, intermediate or advanced).

Some institutions have their own in-house language training service. Ask your manager whether this service offers a **diagnostic interview**. Note that the situation in each department or agency is different.

3. Practise

Several institutions offer intensive sessions, virtual or in person, to prepare for the oral language assessment. Ask your manager or internal training department whether these sessions are offered in your institution.

The Canada School of Public Service offers a self-paced online course that allows learners to prepare for the Public Service Commission's levels B and C oral proficiency test for English and French as a second language.

For French:

- [FON404 – Preparation for the French as a Second Language Evaluation: Oral Proficiency – Levels B and C](#)

For English:

- [FON403 – Preparation for the English as a Second Language Assessment: Oral Proficiency – Levels B and C](#)

Additional resources

You can also consult the following learning paths to find **self-study language training** for the three skills assessed. There are different training options for what you are looking for.

Informal language training: self-directed

- [Level A Learning Path for Second Official Language Training \(Self-Directed\)](#)
- [Level B Learning Path for Second Official Language Training \(Self-Directed\)](#)
- [Level C Learning Path for Second Official Language Training \(Self-Directed\)](#)

Here are some tips and advice for maintaining your second official language, taking the oral test with confidence and increasing your chances of success.

1. Set realistic **goals** and reassess them as needed.
 - What do you want to accomplish?
 - What are your strategies to increase your chances of success?
2. **Take advantage of every opportunity** to speak in your second official language.
 - Tell your colleagues or friends that you want to maintain or improve your language skills and ask them to help you. You could even offer them a mutual aid agreement (twinning or mentoring).
3. **Be brave** and speak and write in your second official language.
 - Use your second official language regularly with your colleagues.
4. **Integrate** your practice and learning into the very heart of your work.
 - Organize your meetings in both official languages.
 - Write emails in your second official language.
 - Try to translate your messages.
5. Look for **interesting and varied ways** to practise and learn.
 - Movies, TV series, podcasts, apps, YouTube® videos, online newspapers, online courses, Netflix®, among others.
 - Be open **to the culture** of people who speak the other official language. Find out about cultural activities offered in your region.
6. Create a relevant **favourites list**.
 - Antidote, Termium, Linguee, DeepL, OQLF Linguistic Showcase, Tradoolt, among others.
7. **Explore new educational technologies** like AI and choose the ones that best meet your needs. There are a host of tools to discover.
8. Manage your time **effectively**.
 - Establish a schedule of weekly bilingual activities or activities in your second official language to force yourself to practise.
 - Don't be discouraged. A little bit every day is better than none at all.
9. Take **risks** and be **positive**.
 - If you stay in your comfort zone, you won't learn.

- Mistakes are part of the learning process. Be aware of them and turn them into a learning objective.

10. Do **active listening**.

- Consolidate what you have learned by listening carefully to how others express themselves.
- Be proactive and curious. Take note of what you hear and ask questions if you don't understand.

11. Focus your efforts on improving **one thing at a time**.

- Practise what you learn as you go.

12. Ask a colleague you're **really comfortable** with to correct you.