



### How to Administer the IUHPFL Writing Sample

Once a student has completed their IUHPFL Registration and been invited to apply, their *current* foreign language teacher will be sent an email. Attached to that email is the Writing Sample Worksheet, which contains instructions, as well as the form the student will use to complete the exercise.

Tips and Reminders:

- 1) A scanned copy of the writing sample is due to IUHPFL by the application deadline. After the exercise is complete, submit Side 2 of the Writing Sample Worksheet via e-mail to [iuhpfl@iu.edu](mailto:iuhpfl@iu.edu).
- 2) If a teacher has several students that have applied to IUHPFL, the writing sample can be administered to a group of students at the same time. For the sake of convenience, teachers may also administer the writing sample as an in-class exercise for all of their students (and e-mail only the relevant copies to IUHPFL).
- 3) Teachers should print one copy of Writing Sample Worksheet for each student (two-sided) that will be participating. After the teacher has explained the exercise and instructions, and passed the worksheets out to each student, the students have 35 minutes to complete the exercise.
- 4) Students are not permitted to see the worksheet or the topics until it is time to complete this exercise.
- 5) Students may write in pen or pencil. Using a dictionary, smart device, computer or any other resource is not permitted.
- 6) More detailed instructions are included on Side 1 of each Writing Sample Worksheet that teachers receive via e-mail. Teachers should review the more detailed instructions before administering the writing sample to their students.

Please send any questions about the writing sample to [iuhpfl@iu.edu](mailto:iuhpfl@iu.edu).