



This guide functions as a companion to the “UGA Policy for Teaching Assistants” guide. It is intended to be used by international graduate students, graduate coordinators, and other administrators to determine the steps needed to demonstrate English language proficiency and ensure compliance with the TA and Instructor of Record policies. This guide includes revisions that are effective Fall 2024 to streamline this policy, while also maintaining instructional excellence for all stakeholders: TAs, academic units, and undergraduate students. Where there is a discrepancy between this document and the policy document, you should defer to the policy document. For more information about TA Policy at UGA, see <https://ctl.uga.edu/grad-student/ta-policy/>.

Note: If you are an international student (1) from a recognized English-speaking country (as determined by the Graduate School), or (2) who has completed a four-year undergraduate degree at an accredited institution in a recognized English-speaking country no more than four years prior to beginning your degree at UGA, then you do not need to demonstrate English language proficiency. Instead, you need only complete the TA Orientation training and GRSC 7770 requirements to comply with the [TA policy](#).

Recognized English-speaking countries are defined as [those for which the Graduate School does not require a language test score](#) (e.g., TOEFL or IELTS) as part of the application and admissions process.

STEP 1: DETERMINE YOUR PLACEMENT LEVEL

You should use your latest language test score – most likely used for admission to UGA – to determine your placement level. You only need one score from one test, but you have two test options (TOEFL and IELTS). If you do not have a TOEFL or IELTS score, you will need to take UGA’s International TA Test of English Proficiency (ITA-TEP). Once you have determined your placement level, proceed to Step 2 below to determine your specific language proficiency requirements in accordance with TA Policy. Follow this link for [more information about UGA’s ITA-TEP placement tests](#).

Test Score			UGA Placement Level
TOEFL speaking sub-score	IELTS speaking band score	Duolingo English Test overall score ¹	
26 or higher	8.0 or higher	135 or higher	4
23-25	7.0-7.5	115-130	3
22 or below	6.5 or below	110 or below	< 3

¹ Beginning in the Fall 2024 admissions cycle, the Duolingo English Test will no longer be accepted. Regardless of the date of a student’s admission to the Graduate School, Duolingo English Test scores dated after July 1, 2024 will NOT be accepted as evidence of English language proficiency, with regard to TA Policy. Please see [GRSC admission requirements](#) for more details.



STEP 2: IDENTIFY YOUR LANGUAGE PROFICIENCY REQUIREMENTS

Once you have determined your placement level (see above), use this chart to determine your next steps. Note that to serve as an Instructor of Record (IoR) you must complete all steps required to serve as TA, *plus the* additional criteria for serving as an IoR. To hold a TAship you must complete the requirements explained below *and* you must have completed the CTL's TA Orientation training modules. *Graduate Coordinators and Department Administrators: the types of instructional roles that a TA can hold during and after required coursework have been revised to allow more flexibility; the score benchmarks for UGA placement levels remain unchanged.*

UGA Placement Level	Mandatory Course Enrollment	What type of instructional roles can students hold <u>WHILE</u> enrolled in required course(s)?	Retesting Requirement after completion of course(s) ²	What types of instructional roles can students hold <u>AFTER</u> completing all required course work?
4	GRSC 7770 or approved departmental equivalent	Any instructional role. Instructors of Record must also satisfy Instructor of Record policy .	Not required	Any instructional role. Instructors of Record must also satisfy Instructor of Record policy .
3	LLED 7769 ³	Limited duty TAship (e.g. proctor, paired laboratory teaching, graders).	Not required for a TA position; required for IoR position.	Any instructional role except Instructor of Record. Follow this link for more information about becoming an IoR. Graduate students must achieve Level 4 in order to serve as an IoR. Successful completion of LLED 7769+Level 3 is sufficient to hold a regular TAship.
< 3	LLED 7768 & LLED 7769 (consecutively)	No instructional roles permitted.	Required for either a TA or IoR position.	Students may not hold any TAship until they have successfully completed LLED 7769 <i>and</i> achieved placement into Level 3 or 4 (through TOEFL, IELTS, and/or ITA-TEP). Level 3 students may hold any TAship; Level 4 students may also serve as an IoR.

² As of Fall 2020, the final test administered in LLED 7769 serves as a student's retest, and is used to determine eligibility for TA or IOR roles.

³ LLED 7769 serves as a GRSC 7770 equivalent. Check with your home department to see if they require you to complete their departmental GRSC 7770 or an approved equivalent in addition to the LLED 7769 requirement.



FREQUENTLY ASKED QUESTIONS

What are the English language proficiency requirements for international students to serve as an Instructor of Record?

To serve as an Instructor of Record (IoR), you must complete all TA Policy requirements and achieve a test score that places you into Level 4 (see above). Graduate students who completed LLED 7769 prior to Fall 2020 are also permitted to serve as an IoR with a TOEFL speaking sub-score of 24 or higher, or an IELTS speaking band score of 7.0 or higher. Students completing LLED 7769 in Fall 2020 or later must place at Level 4 (see above) to be an IoR. Note also that you must adhere to any additional [IoR requirements](#) laid out in the Academic Affairs policy manual (4.07-12.3).

If I am an international student and I have been at UGA for several years, can I waive the English language proficiency requirements?

No. The only way to “bypass” the LLED course requirements is to re-test using ITA-TEP, TOEFL, or IELTS to determine your path. If you place into Level 4 then you will have satisfied the English language proficiency requirement and will not need to take additional steps. Otherwise, see above.

If I am an international student and I completed my Master’s at UGA and am now a doctoral student, can I waive the English language proficiency requirements?

No. The only way to “bypass” the LLED course requirements is to re-test using ITA-TEP, TOEFL, or IELTS to determine your path. If you place into Level 4 then you will have satisfied the English language proficiency requirement and will not need to take additional steps. Otherwise, see above.

If I am an international student and I completed a degree at another institution, can I waive the English language proficiency requirements?

If you have a **four-year undergraduate degree** from an accredited institution in a country where English is the primary language (as recognized by the Graduate School) completed within four years of entry to UGA, you are recognized as Level 4 and are not required to take further language proficiency action. You may proceed directly to GRSC 7770 or an approved department equivalent. If you have an undergraduate degree from an accredited institution in a country where English is not the primary language (as recognized by the Graduate School), you should follow the procedure above (even if you were not required to submit language test scores for admissions to UGA). If you have a **Master’s degree** from an accredited institution in a country where English is the primary language (as recognized by the Graduate School), you should follow the procedure above (even if you were not required to submit language test scores for admissions to UGA).

What is a Limited Duty TAship?

Limited Duty TAships are defined as closely monitored TA assignments with no independent responsibility for instruction. Limited Duty TAships may include grading, proctoring, holding office hours, pairing with a more senior TA for in-class or in-laboratory activities, and/or serving

as a TA for a language course in the TA's native language. Limited Duty TAs may not hold responsibilities for more than one course, must have only one TAsupervisor, and must be provided with continuous mentorship by a faculty member (including one-on-one check-ins throughout the semester).

I didn't achieve the English-language proficiency score that I hoped to receive to hold a full TAsupervisor, what are my options?

Prior to the start of your TAsupervisor, you can retake the ToEFL or IELTS and report new scores. You may also take the ITA-TEP (UGA's in-house testing program; however, you can only take the ITA-TEP once a semester). During the **first** semester of your TAsupervisor, if you scored at Level 3 (see Table 1 for score equivalencies), you may hold a limited-duty TAsupervisor while taking LLED 7769. If you placed under Level 3, you may not hold any instructional roles until you have passed the sequence of LLED 7768 and 7769 and achieved Level 3.

I passed LLED 7768 and 7769, but I did not obtain a Level 3 upon retesting. What are my options?

In this case, no instructional roles are permitted until you reach Level 3. You may retake LLED 7769 and retest at the end of the program. You may also retake ITA-TEP (once per semester), ToEFL, or IELTS.

Why are the English-language proficiency scores needed for admission to the Graduate School not the same as those needed to hold a TAsupervisor?

As a TA, you hold a leadership position in the classroom. The instructional duties that come with such a position require more communicative proficiency, regardless of your TA role (e.g., grader, discussion leader, office hours). These measures aren't designed to be punitive but are intended to ensure your success as a TA.