

WHAT ARE CAPLE EXAMS?

CAPLE exams constitute the Evaluation and Certification System of Portuguese as a Foreign Language, which certifies the general communicative competence of young and adult speakers for whom Portuguese is a foreign language.

CAPLE exams take place three times a year (i.e. in May, July and November). They certify the following six levels of communicative competence in Portuguese:

Level	Exam	Certificate/Diploma
A1	ACESSO	Certificado Acesso ao Português
A2	CIPLE	Certificado Inicial de Português Língua Estrangeira *
B1	DEPLE	Diploma Elementar de Português Língua Estrangeira *
B2	DIPLE	Diploma Intermédio de Português Língua Estrangeira *
C1	DAPLE	Diploma Avançado de Português Língua Estrangeira
C2	DUPLÉ	Diploma Universitário de Português Língua Estrangeira

* There is a school version of each of these exams aimed at a younger public. Detailed information about the school versions of the exams can be checked in <http://caple.letras.ulisboa.pt>. The tuition fees and dates of the school versions of CIPLE, DEPLE and DIPLE are the same as those for the non-school versions (available only in May).

WHAT DOES EACH EXAM CERTIFY?

ACESSO It certifies that the speaker is capable of interacting in a very limited range of everyday communicative situations and satisfying the most basic needs of communication in private, public and professional domains.

CIPLE It certifies that the speaker is capable of interacting in a limited range of everyday communicative situations. In the professional and academic domains, the users are capable of interacting in situations that require a limited level of proficiency in Portuguese.

DEPLE It certifies that the speaker is capable of interacting in a limited range of predictable everyday communicative situations in private, professional and educational contexts.

DIPLE It certifies that the learner is capable of interacting in a number of everyday work and study communicative situations that require mostly a predictable use of the language. This level allows the speaker to work in contexts where Portuguese is the language of work. In the context where Portuguese is simultaneously the language of work and the language of communication the speaker may still experience many difficulties. A certified DIPLE speaker may attend academic courses in contexts where Portuguese is the language of teaching.

DAPLE It certifies that the speaker is capable of interacting in a varied range of less predictable communicative situations in contexts where, for example, Portuguese is simultaneously the language of everyday communication, the language used at work and the language used in teaching. Some difficulties may still occur when the language is used idiomatically or contains cultural references.

DUPLE It certifies that the learner is capable of using the language in a creative and flexible way, adequately interacting in both predictable and unpredictable situations, namely in contexts where Portuguese is both the language of communication and the language used at work and education. The learner is capable of, for example, attending a university course in Portuguese or working in a country where Portuguese is the official language.

WHICH EXAMS CAN I APPLY FOR AT IPOR?

IPOR receives applications for all exams in any of the three international exam seasons: May, July and November.

HOW MUCH DOES EACH EXAM COST?

Exam		Cost
ACESSO	Certificado Acesso ao Português	42 EUR
CIPLE	Certificado Inicial de Português Língua Estrangeira	72 EUR
CIPLE - Escolar		
DEPLE	Diploma Elementar de Português Língua Estrangeira	92 EUR
DEPLE - Escolar		
DIPLE	Diploma Intermédio de Português Língua Estrangeira	112 EUR
DIPLE - Escolar		
DAPLE	Diploma Avançado de Português Língua Estrangeira	127 EUR
DUPLE	Diploma Universitário de Português Língua Estrangeira	142 EUR

WHEN CAN I APPLY AND WHEN DO THE EXAMS TAKE PLACE?

Season	Application deadline	Days of the exams					
		ACESSO A1	DIPLE* B2	CIPLE* A2	DAPLE C1	DEPLE* B1	DUPLE C2
May (1901)	01-05-2019	May 23		May 24		May 22	
July (1902)	26-06-2019	July 18		July 19		July 17	
November (1903)	30-10-2019	Nov. 21		Nov. 22		Nov. 20	

(*)-The school version of these exams is only available in May.

AT WHAT TIME DOES EACH COMPONENT OF THE EXAM TAKE PLACE?

(ALL SEASONS – SUBJECT TO CONFIRMATION)

EXAM	COMPONENT (the names are given in Portuguese)	SCHEDULE	DURATION
A1 - ACESSO	Compreensão da Leitura e Produção e Interação Escritas	15h30 – 16h10	40mn
	Compreensão do Oral		25mn
	Produção e Interação Oraís	16h20 – 16h45	10 – 15mn
		*	
A2 - CIPLE	Compreensão da Leitura e Produção e Interação Escritas	15h00 – 16h15	1h15mn
	Compreensão do Oral		30mn
	Produção e Interação Oraís	16h30 – 17h00	10 – 15mn
		*	
B1 - DEPLE	Compreensão da Leitura	14h30 – 15h	30mn
	Produção e Interação Escritas	15h15 – 16h15	1h
	Compreensão do Oral		40mn
	Produção e Interação Oraís	16h30 – 17h10	20mn
	*		
B2 - DIPLE	Compreensão da leitura	09h00 – 10h15	75mn
	Produção e Interação Escritas		75mn
	Compreensão do Oral	10h30 – 11h45	40mn
	Produção e Interação Oraís	12h00 – 12h40	20mn
	*		
C1 - DAPLE	Compreensão da Leitura	09h00 – 10h30	90mn
	Produção e Interação Escritas		90mn
	Compreensão do Oral	10h45 – 12h15	40mn
	Produção e Interação Oraís	12h30 – 13h10	20mn
	*		
C2 - DUPLE	Compreensão da leitura	09h00 – 11h00	120mn
	Produção e Interação Escritas		105mn
	Compreensão do Oral	11h15 – 13h00	40mn
	Produção e Interação Oraís	14h00 – 14h40	20mn
	*		

*The information about the room and schedule for this component of the exam will be announced on the week before the exam.

HOW TO APPLY FOR THE EXAMS?

The exam application is done online. The application process has two moments, both of them are mandatory:

1. Online application

- 1.1. Access the application form at <http://caple.letras.ulisboa.pt/inscricao>
- 1.2. Select the exam you want to apply for and press **SEGUINTE**
- 1.3. Select the country where you wish to take the exam and press **SEGUINTE**
- 1.4. Select Instituto Português do Oriente and press **SEGUINTE**
- 1.5. Select the international exam season you are interested in (May, July or November) and press **SEGUINTE**
- 1.6. Fill in the application form and press **Confirmar Inscrição**. All fields are mandatory.

IMPORTANT INFORMATION - Each candidate can only apply taking the exam at one LAPE. Once the candidate has confirmed his/her application in that LAPE, it is not possible to request a change to a different LAPE.

2. Fee payment

After completing the application online, the candidate has to proceed with the payment of the exam. This payment is made at an ATM machine (ATM) or by credit card.

The following steps must be carried out as following:

1. After registering, the candidate receives the confirmation of the enrollment and is directed to a payment page, in which has to choose between paying by ATM or credit card:
 - a. Payment by ATM - the payment must be done at an ATM machine or through *homebanking* within 24 hours, otherwise the registration will not be completed and, thus, cancelled.
 - b. Payment by credit card: the candidate has to fill in with the information missing in the gaps, confirm that read and accepted the terms and conditions. Afterwards, the payment is confirmed and sent to the candidate.
2. After confirming the payment, the enrollment is validated.
3. The system authenticates the registration automatically and the candidate does not need to send any payment proof to LAPE.

1. Candidates can only take a CAPLE Exam in each Exam season.
2. On the day of taking the Exam, candidates must:
 - (i) show the original identification document used at the registration moment (National Citizen Card, Passport or Residence permit);
 - (ii) arrive 20 minutes before the exam beginning time, at the indicated classroom (in exceptional situations, applicants may be asked to arrive earlier).
3. Candidates who, on the day of the Examination,
 - (i) arrive more than 15 minutes after the beginning time set for the Reading Comprehension and Written Expression components will not be allowed to take them;
 - (ii) do not arrive at the time set for the beginning of the Oral Comprehension, will not be allowed to take it;
 - (iii) do not arrive at the time set for the start of the Oral Expression component or do not show up at all to take this component of the exam, may request LAPE to schedule a new date for taking it as long as the absence is duly justified;
 - (iv) may be absent to the Exam due to reasons that are directly related to them, may, within a maximum of five working days from the day following the exam day, request to transfer his/her Exam application to another Exam Season. In this case, candidates must submit a written request addressed to CAPLE and to the LAPE, accompanied by a document proving the reason for the absence.
4. The transfer of an Exam for the following Season, if covered by paragraph 3 (iv), may only occur up to two times and may result in the payment of a fee corresponding to 20% of the amount of enrollment fee.
5. While taking the Exam, candidates are only allowed to leave the classroom only when extremely necessary and must have the invigilator or examiner's authorization.
6. Candidates must remain in the classroom until the time set for completing the exams.
7. During the course of the examination, the use of electronic devices or any other resources are totally prohibited, such as:
 - mobile phones, laptops or any other personal electronic device;
 - of dictionaries, books or personal notebooks;
 - paint / Strapping Machine.

8. For the examination,

(i) the draft sheets should be provided by LAPE;

(ii) candidates must respond to the written Expression exam questions on the sheets provided by CAPLE for this purpose and using a blue or black pen, and in no case shall the answers be considered as sketches and / or written in pencil;

(iii) Candidates may use pencils and erasers in Oral Comprehension and Reading Comprehension components.

9. Candidates must not register their identification anywhere in the exam papers. The identification implies the cancelation of the Exam. Whenever a written task involves the use of identification data, applicants must be informed that they cannot use their personal data.

10. The candidate will also have his/her exam annulled for the following reasons:

- Delay (see 3 (i) - (ii), above).
- Missing one of the components of the exam (except in the situations referred to in 3 (iii) - (iv), above).
- no return of answer sheets and statements to the invigilator or examiner.
- Irregular conduct;

(i) use of a mobile phone, computer or other personal electronic device;

(ii) use of dictionaries, books or personal notebooks;

(iii) use of ink / correction tape;

(iv) a copy of another candidate's proof, facilitating his / her proof for another candidate to copy, and any exchange of information about the evidence with another candidate;

(v) disturbance of the order at the place of the Exam and / or the proper functioning of the Exam;

(vi) lack of respect for the LAPE official, examiners, invigilators or other candidates.

- The irregular conduct referred at (i) - (iv) will be only warned out once. If the candidate persists with that attitude, he/she will be advised and his/her exam will be voided by CAPLE, based on a report about the reasons why, officially sent by LAPE. There will no plea to CAPLE; CAPLE will communicate the situation by electronic mail.
- The irregular conduct referred to in (v) - (vi) implies that the candidate is prevented from continuing the Exam and will have to leave the premises immediately. When the candidate has

Rules for taking the exam

been provided with the exam papers, answer sheets and draft sheets, he/she must hand them in to the invigilator or examiner at the examination site. On the basis of a report on the occurrence, officially prepared by LAPE, CAPLE will inform the candidate of the cancellation of his examination by electronic mail.