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Personal Details
The European Language Portfolio

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The Language Passport (a separate booklet in passport format)

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- Overview tables for self-assessment with indications of qualifications and other language learning experiences

II.1 Language Passport Documents

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- Information about personal language learning objectives

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- Summary of contents with descriptions of the pieces of work included
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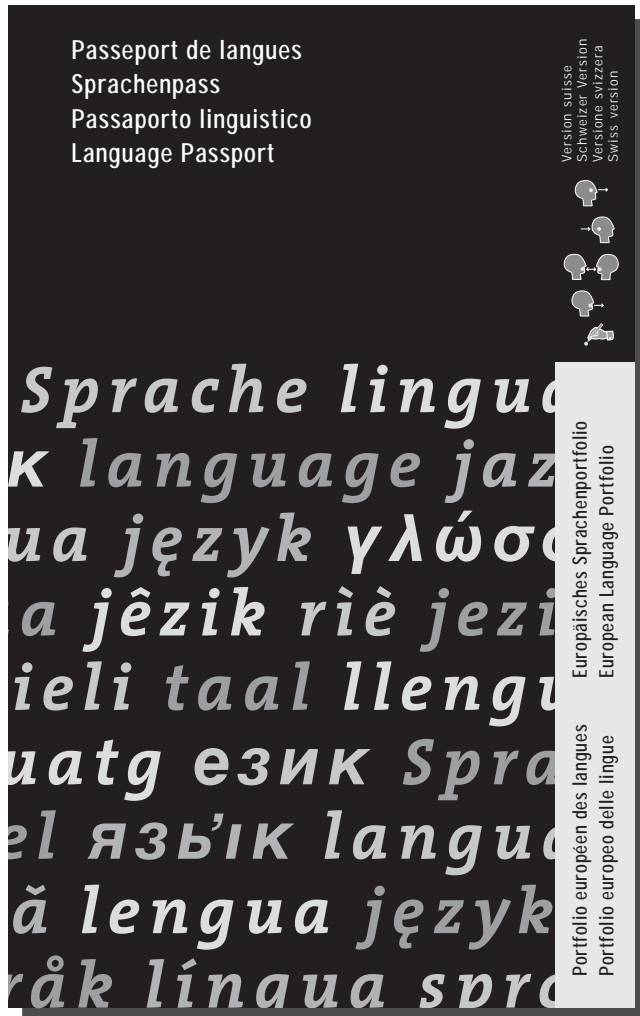
Sample Forms to copy

Language Passport

The Language Passport gives an overview of your own language competence. It shows what level you have reached in different languages, for what levels you have obtained qualifications, and what language learning experiences you have had outside school.

The small booklet can be taken out and used when you change school, apply for a job, or start a language course. It shows anyone interested the level of your language competence in a clear and easily understandable way.

Your qualifications, certificates and attestations should remain in the Portfolio.



Self-assessment Grid
Raster zur Selbstbeurteilung
Grille pour l'auto-évaluation
Scheda per l'autovalutazione

Self-assessment Grid

How do you fill in the Language Passport?

1. Read the Self-Assessment Grid and make a rough estimate of your language levels.

Self-assessment Checklists
Checklisten zur Selbsteinschätzung
Listes de repérage pour l'auto-évaluation
Liste di controllo per l'autovalutazione

Self-assessment Checklist

2. Fill in the checklists for the relevant levels (Language Learning Biography, pages 2.3.1–6), in order to check and verify your estimate.

If your competence in some skills (listening, reading, speaking or writing) lies above or below this level, you can check them with the checklist of the next higher or lower level.

The divider for section 2 explains how to use the checklists.

Language competence overview tables in the Language Passport
Übersichtstabellen im Sprachenpass
Tableaux récapitulatifs du Passeport de langues
Tabelle di ricapitolazione del Passaporto linguistico

3. Fill in a language competence overview table in the Language Passport for each language. They should be periodically updated.

4. Under "Other language learning experiences", put in the information from page II.1.5 (List of Attestations of Further Language Learning Experiences). You can obtain attestations for such contacts.

5. In the overview table of the Language Passport, indicate the levels of your language certificates and qualifications. Schools and institutions can calibrate their examinations and leaving certificates with the Council of Europe scale (page II.1.3.2).

Language Passport Documents

Here you should keep certificates, information concerning certificates and examinations, as well as attestations of significant language learning experiences.

List of Qualifications and Certificates
Verzeichnis der Diplome und Zertifikate
Liste des diplômes et certificats
Elenco dei diplomi e certificati

List of Qualifications and Certificates

Country	Name of Institution/Certificate	Date	Level	Language	Grade	Other
Germany	Zentrale Maturaprüfung (ZMP)	19-19	✓	✓		
France	Diplôme Approfondi de Langue Française (DALF)	20-19	✓	✓		
Italy	ICC / IWT	1-1-11	✓	-		

List qualifications and certificates

1. List your school leaving certificates, qualifications and language certificates.
School leaving certificates and language certificates as defined in the Portfolio are only valid if they are based on an examination.

Global Scale: Calibration of Certificates and Qualifications
Globalskala: Zuordnung von Prüfungen und Abschlüssen
Echelle globale: Classement des examens et des diplômes
Scala globale: Classificazione di esami e diplomi

Global Scale

Level	Description	Language	Qualification
C2	Proficient		
C1	Advanced		
B2	Upper intermediate		
B1	Intermediate		
A2	Elementary		
A1	Basic		

Handwritten notes in the table include: "Maturaprüfung", "DALF", "ICC / IWT", "Matura", "DALF", "ICC / IWT", "Matura", "DALF", "ICC / IWT".

Classify qualifications and certificates

2. Qualifications should be calibrated by the issuing school or institution on the global scale of the Council of Europe (Common European Framework). You will find the Global Scale in four languages among the sample pages.

Examination Description
Beschreibung der Prüfung
Description de l'examen
Descrizione dell'esame

Examination Description

Name of Institution: Matura

Country: Germany

Date: 2019

Level: C2

Language: German

Grade: 1,0

Other:

Description of the examination: The examination consists of a written and an oral part. The written part includes a reading comprehension, a listening comprehension, and a writing task. The oral part includes a speaking task and a listening task.

Handwritten notes include: "Matura", "German", "2019", "C2", "1,0", "The examination consists of a written and an oral part. The written part includes a reading comprehension, a listening comprehension, and a writing task. The oral part includes a speaking task and a listening task."

Examination description

3. Institutions and schools should furnish a description of their examination, with details like those on page II.1.4. If no such description is available, you can fill in the page yourself.

4. Put the original leaving certificates, qualifications and language certificates or copies of them together with the calibration and descriptions of the examinations in the Portfolio following the list.

