Institut du monde arabe



Candidate's guide





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Part I

What is cima?





Introduction

- cima, in Arabic, stands for « Certificat International de Maîtrise en Arabe », International Certificate for proficiency in Arabic. cima has been designed by the Arab World Institute (« Institut du monde arabe » in French) to assess proficiency in modern standard Arabic.
- This guide contains a detailed presentation of the exam. You will find practical information on how the exam takes place as well as on registering and sitting the exam.
- This guide is an essential tool for familiarizing yourself with the procedures for registering and completing cima.

cima guarantee of quality

- **cima** was designed with the utmost methodological rigor. It is standardized and calibrated. The results of the exam are all comparable regardless of the center in which they take place, and ensure a reliable evaluation of the candidate's proficiency on a scale of six levels, established by the European Council's Common European Framework of Reference for Languages (CEFRL), from "beginner" (A1) to C2 "proficiency".
 - **cima**, the Arab World Institute's certificate, is the very first tool available to those who want to validate their level of modern standard Arabic.
- A private-law foundation, the Arab World Institute (IMA for "Institut du monde arabe" in French) is the result of a partnership between France and the countries of the Arab League. Its purpose is to introduce French and European audiences to the contributions the Arab world has made to global culture, to improve their knowledge in this regard, and to promote dialogue between the Arab world and the West.
- The language that is certified is modern standard Arabic. This is the common language of all Arab nations and is also taught throughout the world to non-Arabic speakers. It is one of the official languages of the United Nations as well as the language used by the press and media. It is this, the language of international communication, which is tested through **cima**.
- The Arab World Institute, a partner of France's national education ministry since 1987, welcomes 1500 students per year. In 2015, IMA created Ahdâf (هُدافًا), the first action-oriented method for teaching Arabic (for levels A1 and A2). This method has been adopted elsewhere, notably by France's CNED (the National Center for Distance Learning) and Science Po (the Paris Institute of Political Studies) and in many other countries including Switzerland and Germany. In 2016, IMA, along with the International Center for Pedagogical Studies, developed Ev@lang, the first fully online Arabic adaptive placement test.
- The Arab World Institute coordinates cima and manages all administrative and pedagogical aspects.
- **cima** is developed by the Arab World Institute in close partnership with the International Center for Pedagogical Studies (CIEP). The CIEP is a public institution of the French Education Ministry in





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charge of international cooperation. It is especially responsible for the Diploma in French Language Studies, the DELF and the French language proficiency test, the TCF, which is required to obtain French citizenship or as part of immigration procedures to Quebec.





cima: the public

cima is intended for anyone over the age of 15 – students, future students, interns, employees or potential employees – who, for either academic, professional or personal reasons, seeks a reliable and recognized validation of their knowledge and competence in modern standard Arabic.

cima: general overview

cima comes into two variations:

- **cima+1** assesses the first 3 levels of Common European Framework of Reference for Languages (CEFRL): A1, A2 and B1,
- cima+2 assesses the next 3 levels: B2, C1 and C2.

Candidates register to either variation depending on their expected level. The two variations have the same number of tests, only difference lies of course within their difficulty.

cima assesses four key areas of competence required for anyone wishing to interact with today's Arab world. The test is therefore made up of four mandatory modules totaling three hours in all. These include:

- . listening comprehension
- . reading comprehension
- . writing
- . speaking
- A certificate, valid for three years, is issued upon completion of the exam.

All the tests take place in exam centers authorized by IMA and at dates agreed with IMA.

The listening and reading comprehension portions are group tests using a booklet containing the questionnaires and an answer sheet. The writing portion is a group test using a booklet with a list of subjects, also called tasks, in which the candidates write their text.

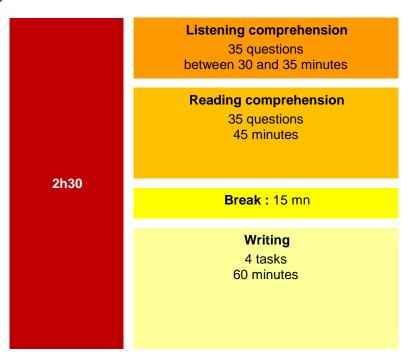
The speaking test takes place individually, **without any prior preparation**, with an examiner from the exam center, at a time set up by the center.

In future, an electronic version of the group tests, using computers, may be available at certain specially equipped centers.





Group tests



Individual test



The tests are structured in such a way as to become **progressively** more difficult. With the increasing difficulty of questions and tasks, it is normal for a beginner, for example, not to be able to complete the 3rd task of the writing and speaking tests.

The entire examination, including the breaks, can be completed in about 2h30...

cima: the different tests

The reading and listening comprehension tests are presented in the format of a Multiple Choice Questionnaire (MCQ). Each MCQ contains 35 questions. For each question, the candidate is given a choice from among a maximum of 3 answers and must choose one single answer.

The examination questions were designed by drafting teams authorized by IMA and were tested before publication.

Group test in listening comprehension





- These questions test the candidate's capacity to understand modern standard Arabic as it is spoken, and in particular:
- familiar words and common expressions used in routine communication (dialogues, interviews, discussions, telephone conversations);
- the gist of clear and simple messages and announcements;
- information regarding people, facts or events in radio or television news programs or on personal or professional topics;
- presentations dealing with concrete or abstract topics;
- any type of speech delivered at a normal pace.

Group test in reading comprehension

This test takes 45 minutes and includes 35 questions that the candidate must read. For each question, the candidate must choose only one of three possible answers.

These questions test the candidate's capacity to understand:

- familiar names, very simple words and phrases used in communicating in different situations, such as friendly or administrative messages and letters;
- information contained in everyday documents such as small ads, flyers, menus, timetables, etc;
- information relating to people, facts or events (personal letters);
- texts in everyday language relating to daily life or to work.
- In line with media usage, texts are not vocalized.

Group test in writing

This test takes 60 minutes and is made up of 3 tasks. Candidates organize their time between the different tasks as they wish. The tasks include:

- **Task 1**: writing creatively based on one or two images.
 - Aim of the task: candidates must demonstrate their ability to tell a story, a series of chronological facts.
 - 30 to 50 words expected.
- **Task 2**: reacting to a mail, a publication, a letter, a text message
 Aim of the task: candidates must demonstrate their ability to interact in writing
 40 to 80 words expected. Example: react to the following text message:
 "Hello Lina.
 - Yesterday, you had sports for the first time. Tell me how it went"
- **Task 3**: describing or commenting a picture or a sentence raising a daily life issue. Aim of the task: candidates must demonstrate their ability to express a feeling, to react.
 - 40 to 80 words expected.
 - Example: "Books are useless now. Do you agree?"

In this test, candidates are evaluated on their capacity to:

- communicate a message in a clear way;
- provide information asked for;
- describe, recount, explain;
- justify a choice, a position, a decision;
- develop their ideas and express them coherently;
- express a viewpoint;
- express an opinion and provide arguments to back it;





- use vocabulary and sentence structure suited to the required task;
- synthesize and reformulate.
- Is counted as a word every set of signs located between two spaces. For instance:
 - کریم وجمیلة is counted as 2 words,
 - بمفتاح البيت is also counted as 2 words.

The candidates are not expected to vocalize their essays.

Individual speaking test

This test is taken with an examiner. It lasts 10 minutes **maximum** and is made up of 3 tasks. Each task is to be completed for a length of time monitored by the examiner.

The examiner presents the tasks orally and/or in writing and records the candidate's entire delivery.

- Task 1 Directed interview without preparation
 - Length of dialogue: 2 minutes maximum

Aim of the task: candidates must demonstrate their ability to introduce themselves or to talk about personal matters.

- Task 2 Oral interaction (role-playing game) with preparation
 - Length of preparation: 2 minutes in front of the examiner
 - Length of dialogue: 3 minutes maximum
 - Aim of the task: candidates must demonstrate their ability to interact in daily life situations.
 - Example: "You want to rent an apartment, you ask me questions to know the place (sirface, price, surroundings...)"
- Task 3 Monologue without preparation
 - Length of dialogue: 3 minutes maximum
 - Aim of the task: candidates must demonstrate their ability to express a preference, give a opinion, motivate.
 - Example: "To you, what is a nice to live country?"

cima: assessing levels

cima measures proficiency levels in modern standard Arabic based on the Common European Framework of Reference for Languages (CEFR), developed by the Council of Europe (Language Policy unit, Strasbourg 2000; published by Editions Didier, Paris, 2001). In the interest of clarity, the designation for each level has been simplified.

Proficiency

6

Excellent command of the language. Can understand with ease virtually everything read or heard. Can summarize information coherently. Speaks very fluently differentiating finer shades of meaning on complex matters.

C2





5	Advanced Good command of the language. Can understand a wide range of long and demanding texts, recognising implicit meaning. Can express ideas in a fluent and well-structured manner on social, professional or academic areas of life or on complex topics.	C 1
4	Upper intermediate General command of the language. Can interact with a degree of spontaneity. Can understand the main ideas in a complex text. Can express ideas on general or professional topics in a clear and detailed manner and explain a viewpoint.	B2
3	Intermediate Effective but limited use of the language. Can understand clear, standard input on familiar topics. Can deal with situations arising while travelling. Can speak on topics of personal interest and briefly explain plans and opinions.	B1
2	Elementary Elementary language skills. Can understand isolated sentences on basic personal topics. Can communicate in everyday situations and speak in simple terms on matters of immediate concern.	A2
1	Basic Basic Arabic. Can understand simple phrases dealing with concrete aspects of everyday life. Can interact in a simple way provided the other person talks slowly.	A 1

cima assesses all six levels of this reference framework. However, to optimize the candidate experience and maximize the accuracy of the assessment, **cima** comes into two variations:

- cima+1 assesses levels A1, A2 and B1,
- cima+2 assesses levels B2, C1 and C2.

Candidates must register to either variation depending on their estimated level.

For your information, about 120 hours of collective courses are needed to acquire level A1, 270 for level A2 and 390 for level B1.

cima: the results

All the candidates that have taken the exam receive their results. Candidates that have taken the 4 tests and obtained:

- for S at least A1 level,
- for cima+2 at leas B2 level,

are given in addition a paper certificate that mentions:

- their global level on the six-level scale of the Council of Europe
- for each skill, their level and their score expressed as a %.

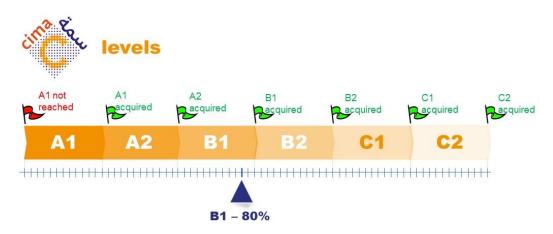




For instance, a certificate will mention

- Global level of the candidate as per the Common European Framework of Reference for Languages: B1
- Results at the exam:

Reading comprehension B1 - 80% of level B1 acquired for that skill Writing B1 - 93% which - 93% of level B1 acquired for that skill means: 93% of level B1 acquired for that skill 87% of level B1 acquired for that skill 87% of level B1 acquired for that skill 87% of level B1 acquired for that skill



For cima+1:

- If the candidate did not reach A1 level for a given skill, the certificate will mention « A1 non atteint » (A1 not reached),
- If the candidate reached a level above B1, the certificate will mention it.
- For **cima+2**, if the candidate did not reach level B2 level for a given skill, the certificate will mention « B2 non atteint » (B2 not reached).
- A mock-up of the certificate can be found in appendix.

Results are communicated to exam centers.

No result will be sent individually.

Candidates must retrieve their certificates by their exam centers.

Marking the tests

The tests in reading and listening comprehension are marked after the answer sheets have been scanned and digitized.

The writing and speaking tests are graded by examiners trained and authorized by IMA, using a standardized grid. Each writing test and each recording of the speaking test are **checked twice**. If the two assessments differ significantly, the test is evaluated **a third time**.

Request for re-correcting of the writing and speaking tests

A candidate may ask the exam center that the writing and speaking tests be marked over again. This request must be made in writing. The exam center will transfer the request to IMA. However, to be





admissible, the request must be made within one month after the exam center has sent out the certificate. A candidate who wishes to have a test re-marked must check with the exam center to find out the deadline for the written request. Depending on the request and on its urgency, the exam center may bill this service.

The candidate is notified if the grade has been changed and is issued a new certificate. The certificate is transferred to the exam center that presents it to the candidate upon proof of identification and in exchange for the former certificate, which is destroyed. The candidate is also notified by email if the grade has not been changed.

Calculating the score

The certificate shows:

- 1. the global level obtained,
- 2. the level and score for each skill.

The score noted on the certificate for the comprehension tests of **cima** are determined from the number of correct answers.

Each correct answer is given 1 point. Zero points are given for each incorrect answer or if no answer is given.

As questions can vary in difficulty from one test to another and from one part of the exam to another, a marking scheme allows to convert this number of correct answers into a calibrated score (0 to 100 points), as per the UCON process, so as to ensure an accurate assessment of the levels of the candidates, whatever the version of **cima**.

This conversion takes into consideration the difficulty of the questions and allows to position the candidates within one of the six levels defined by the Common European Framework of Reference for Languages

The global level mentioned on the certificate is a weighted average of the levels obtained for each skill, weighting is done in line with **cima** assessment objectives.

Each question has been tested and been subjected to in-depth psychometric analysis which eliminates any bias. Each question is then calibrated in order to evaluate the candidate's linguistic and language skills at a correct level. **cima** is therefore a highly reliable measuring instrument.





Part II

How to take cima?



cima: the exam centers



cima can be taken at any of the authorized centers located around the world. Today, the existing centers include:

- The Arab World Institute, Paris, France
- IFAGE, Genève, Suisse
- Lycée Descartes, Rabat, Maroc
- Lycée Paul Valéry, Meknès, Maroc
- Lycée Lyautey, Casablanca, Maroc
- Lycée français d'Agadir, Agadir, Maroc
- DEAC, Institut français d'Egypte, Le Caire, Egypte
- Lycée français d'Alexandrie, Alexandrie, Egypte
- Lycée Bonaparte, Doha, Qatar
- Lycée franco-qatarien Voltaire, Doha, Qatar
- Lycée Pierre-Mendès France, Tunis, Tunisie 🗼
- Lycée français de Barheïn, Muharraq, Barheïn
- Lycée français de Djeddah, Djeddah, Arabie
 Saoudite
- L'Institut français de Jordanie, Amman, Jordanie

Authorizations are regularly granted to new centers. By going to http://www.imarabe.org, you will get the full list.

The authorized center closest to your home can give you information on:

- Exam dates,
- The exam venue,
- How to register,
- The cost.

cima: the registration procedure

cima is designed for young adults (15 years of age and older) and adults. No prior diplomas or training are required to take **cima**.

- To register to a **cima** session, contact your nearest exam center to find out the schedule for exam sessions. To register, you will need to provide a valid identity document.
- You may take **cima** as many times as you like as long as there is a 60-day waiting period between each exam session.

In the event of circumstances beyond the candidate's control, such as:

- Sickness or serious accident,





- Death of a close relation spouse, partner, common-law spouse, parent, grandparent, child, grandchild, brother, sister, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, half-brother, half-sister,
- Public transport strike,
 - Change in dates of paid holiday imposed by the employer,
 - Court summons,

the registration fee is fully refunded provided the candidate presents a valid supporting document that the exam center will transfer to IMA.

cima: candidates with disabilities

The person in charge of the exam session is given clear instructions regarding the nature of the disability and will take the necessary measures to allow the candidate to sit the exam in the best possible conditions.

cima: sitting the exam

The group tests in listening and reading comprehension

On the day of the exam, you will be met by a supervisor who will ask for your ID and your exam notification, and have you sign the attendance sheet. He will ask you to leave your personal belongings, notably your phone, at the entrance of the room or at the cloakroom.

When all the candidates are present in the test room, the supervisor will go over certain points such as:

- the nature and format of the tests;
- the total length of the tests;
- the date results will be made available;
- the penalties imposed in the case of irregularities;
- the instructions on taking the tests.

The supervisor will hand over your booklet and answer sheet and explain how to use it.

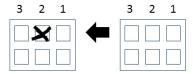
ADVICE AND RECOMMENDATIONS

For best results during the comprehension tests:

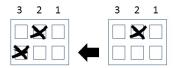
- the tests are timed, so be careful to manage your time. The supervisor will give regular reminders how much time is left till the end of the test;
- listen carefully to the audio part and to the questions, as you will hear them <u>only once;</u>
- read the questions carefully and use the time available to think about your answers, do not answer at random;
- do not spend too much time on a question if you are unsure of the answer; go on to the following question:
- reply to the question directly on the answer sheet; do not write anything in the booklet.







• if you want to change your answer, use the 2nd line to mark your new answer:



• The group test in writing

The test in listening and writing comprehension are followed by a break, after which the group test in writing will take place.

When all the candidates are present in the test room, the supervisor will hand over the booklets and draft sheets. He will then explain that:

- your text must be written in the space provided on the booklet; rough drafts will not be marked;
- you must complete all exercises;
- grammar books and dictionaries, including electronic dictionaries, are not allowed.

The individual speaking test

Before beginning the interview, the examiner will explain the test procedure and will remind you of the important points, including:

- that the interview is recorded in order to ensure the compulsory two assessments at IMA;
 - the interview lasts 10 minutes maximum and is divided into 3 tasks, each of which is timed;
- tasks 1 and 3 are performed with no prior preparation, task 2 si performed with prior preparation while staying in front of the examiner.
- the examiner may interrupt you if the time has run out.

cima: preparing for the exam

Various types of works may help you in the future to make yourself familiar with the type of questions used in the exam. They respect the definitive form of the test that you will encounter on the day of the exam.

cima: sample test questions

These sample questions are of course not included in the exam.

Listening test

انظر إلى الصورة واختر الإجابة الصحيحة Example 1: instruction

Listen to the three suggestions. Select the one that corresponds to the picture and grey out the box on the answer sheet.

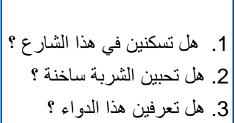




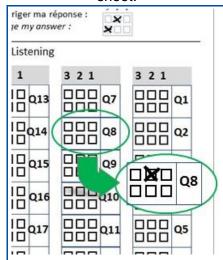
In the booklet you see:



You hear:



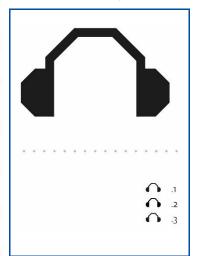
Grey out a box on the answer sheet:



اسمع واختر الإجابة الصحيحة Example 2: instruction

Listen to the three suggestions. Select the one that corresponds to the picture and grey out the box on the answer sheet.

In the booklet you see:

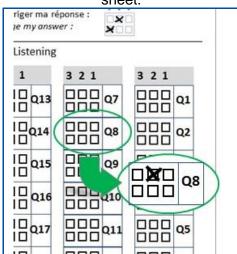


You hear:

من فضلك أين السوق ؟

- داخل العلبة في المطبخ
 على اليمين بعد هذا الشارع
 - 3. في جيب البنطلون هناك

Grey out a box on the answer sheet:







Reading test

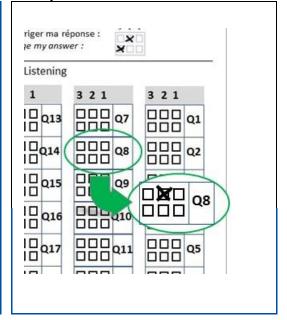
اقرأ النص ثم اختر الإجابة الصحيحة Example 3: instruction

Read the text. For each question, select the correct answer and grey out the box on the answer sheet.

In the booklet you read:

Grey out a box on the answer sheet:





اقرأ النص ثم اختر الإجابة الصحيحة Example 4: instruction

Read the text. For each question, select the correct answer and grey out the box on the answer sheet.

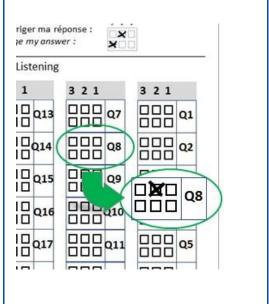
In the booklet you read:

Grey out a box on the answer sheet:

هل تريد أن تحتفل بزفافك في فندق ساحر يحلم به الجميع ؟ فريق متكامل في خدمتك اتصل بنا على الرقم ٦٣٣٩٨١٨١٤

ما هو موضوع الإعلان ؟

- 1. الزواج
- 2. السياحة
 - 3. العمل







Writing test

Sample task 1: write creatively starting from one or two images.



من هو ؟

Speaking test

Sample task 3: express a preference and give an opinion

يتبع بعض الناس أنظمة غذائية تعتبر مفيدة للصحة؟ ما رأيك؟

cima: frequently asked questions

Please refer to the FAQ in the **cima** pages of the IMA website:

https://www.imarabe.org/fr/activites/cours-arabe/cima

Penalties for fraud and falsification

IMA's disciplinary commission imposes penalties on any candidate caught engaging in fraud, falsifying the exam or disrupting the normal functioning of the exam session. Depending on the type of fraud or falsification, the candidate's exam or certificate, if issued, could be invalidated or the candidate could be barred from sitting the exam for 2 years.

- Any candidate accused of cheating will be notified at home of the decision taken by IMA's disciplinary commission.
- Moreover, the misuse or reproduction of test booklets, answer sheets and audio material will result in legal proceedings as provided by the law (article L 122-4 of the intellectual property code Intellectual property code of July 1, 1992). Non-observance of this clause constitutes a counterfeiting offense (article L 335-2 Intellectual property code).
- The misuse or the reproduction of test material exposes the candidate to criminal or civil penalties.





Appendices

The exam booklets of cima◆1



Booklet for listening and reading comprehension



Flyer for speaking test



Booklet for writing test



Tasks for speaking test





•	Th	e a	ns	wer	sh	neet

Code candidat Candidate id				\$ 8°			
Nom Family name				نداد ناری و کر نالیا داری			
Prénom [First name			غة ا	شهادة عاليا إتقان اللا العربية			
Date de naissance (jj/mm/aaaa) Date of birth (dd/mm/yyyy)							
Pour répondre : S C C C C C C C C C C C C C C C C C C							
		compréhension d	orale / Listening				
3 2 1 Q31	3 2 1 Q25	3 2 1 Q19	3 2 1 Q13	3 2 1 Q7 3 2 1 Q1			
3 2 1 Q32	3 2 1 Q26	3 2 1 Q20	3 2 1 Q14	3 2 1 Q8 3 2 1 Q2			
3 2 1 Q33	3 2 1 Q27	3 2 1 Q21	3 2 1 Q15	3 2 1 Q9 3 2 1 Q3			
3 2 1 Q34	3 2 1 Q28	3 2 1 Q22	3 2 1 Q16	3 2 1 Q10 3 2 1 Q4			
3 2 1 Q35	3 2 1 Q29	3 2 1 Q23	3 2 1 Q17	3 2 1 Q11 3 2 1 Q5			
	3 2 1 Q30	3 2 1 Q24	3 2 1 Q18	3 2 1 Q12 3 2 1 Q6			
	C	Compréhension (écrite / Reading				
3 2 1 Q31	3 2 1 Q25	3 2 1 Q19	3 2 1 Q13	3 2 1 Q7 3 2 1 Q1			
3 2 1 Q32	3 2 1 Q26	3 2 1 Q20	3 2 1 Q14	3 2 1 Q8 3 2 1 Q2			
3 2 1 Q33	3 2 1 Q27	3 2 1 Q21	3 2 1 Q15	3 2 1 Q9 3 2 1 Q3			
3 2 1 Q34	3 2 1 Q28	3 2 1 Q22	3 2 1 Q16	3 2 1 Q10 3 2 1 Q4			
3 2 1 Q35	3 2 1 Q29	3 2 1 Q23	3 2 1 Q17	3 2 1 Q11 3 2 1 Q5			
	3 2 1 Q30	3 2 1 Q24	3 2 1 Q18	3 2 1 Q12 3 2 1 Q6			
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· cima: the certificate

Certificat International de Maîtrise en Arabe



Isabelle EBERHARDT

تاريخ البلاد: Né(e) le: 22 mars 1887 : تاريخ البلاد Numéro du candidat : 18770217-000159 : رقم التسجيل

المستوى العام للمرشح حسب الإطار اللرجعي الأوروبي الشترك للغات: 🕻 🔭 Niveau global du candidat selon le CECRL:

Date d'obtention du certificat (CIMA est valable 3 ans): 30 mai 2018 :ا تاريخ منح الشهادة (مدة صلاحية «سمة» ثلاث سنوات): 30 mai 2018

session pilote النتيجة الفصلة للامتحان حسب الإطار الرجعي الأوروبي الشترك للغات: • Résultats obtenus à l'examen selon le CECRL: الفهم الشفوى: • Compréhension orale: • C1+100%

compréhension écrite: C1 • 100% الفهم الكتابي: و 1 • 100% الفهم الكتابي: production orale: C1 • 100% التعبير الشفوي: production écrite: C1 • 100% التعبير الكتابي: 01 • 100%

Centre de passation: Institut français مركز اجتياز الامتحان: d'Alger

الجزائر العاصمة Organisme certificateur: Institut du monde arabe الهيئة المانحة للشهادة:

Jack Lang Président de l'Institut du monde arabe

رئيس معهد العالم العربي

Further information

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