



**PROCTOR RESPONSIBILITIES AND AGREEMENT FORM
FOR AN ORAL PROFICIENCY INTERVIEW by COMPUTER (OPIc®)**

_____ has applied to take an online ACTFL® OPIc from a computer at your school. On the application forms he/she has identified you as the proctor for this test. Please read the responsibilities of a proctor detailed below.

PROCTORING AN OPIc TEST FROM A K-12 SCHOOL OR COLLEGE:

If you agree to proctor this test, you must keep the login and password you receive as confidential information that is not to be shared with anyone. To proctor this test:

- 1) You must use a computer that is located in a private setting with high speed internet access. Please see the OPIc Minimum Specification’s sheet to verify that your computer is sufficient to run the OPIc.
- 2) You must also have a headset and microphone connected to the computer.
- 3) The proctor will check and copy a photo ID of the candidate before the test start time to verify the candidate’s identification.
- 4) The proctor will ensure that the candidate does not bring any resources into the test room such as papers, pens, notes, dictionaries, lap-tops, etc.
- 5) The proctor will ensure that the candidate does not bring a cell phone, camera, palm recorder, pager, or recording device of any kind into the test room.
- 6) The proctor or any other party shall not make a copy – by hand or machine – of any test materials or prompts.
- 7) When ready to begin, the proctor is to enter the candidate’s unique login and password.
- 8) The test is a timed test that allows the candidate a maximum of 30 minutes to complete the test.
- 9) The proctor must remain in the room with the candidate during the entire 30 minutes to ensure that the candidate does not use any resources (dictionaries, grammar texts, notes) or call upon the assistance of other individuals to assist him/her with answering the test prompts.
- 10) Should the computer freeze-up or the program close, the proctor will need to re-boot the computer and simply sign the candidate back into the OPIc. If this fails the proctor should call Language Testing International, the ACTFL Testing Office, for assistance.

By signing this document you are agreeing to accept the responsibility to strictly and faithfully abide by the stipulations and procedures outlined above. Please fax this completed form to LTI, the ACTFL Testing Office, at 914-963-7113.

Signature: _____ Date: _____

Full Name: _____

School: _____ Position: _____

Address: _____

Work Phone: _____ Work Fax: _____

Work E-mail: _____

