



PROCTOR RESPONSIBILITIES AND AGREEMENT FORM FOR AN INTERNET DELIVERED ACTFL WRITING PROFICIENCY TEST (WPT)

_____ has applied to take an online ACTFL Writing Proficiency Test from a computer at your school. On the application form s/he has identified you as the Proctor for this test. Please read below the responsibilities of a Proctor.

If you agree to proctor this test, we will send you a Proctor ID number by email that you must use when you sign-on to the LTI Writing Test Utility. This is your personal and private Proctor ID number and is not to be shared with anyone. We will send a second email to you with detailed instructions for signing your candidate on to a writing test. To proctor this test:

- 1) The proctor must identify a computer that is NOT accessible to candidate any time prior to the test administration. This will be the designated test computer. If no such computer can be identified, please contact LTI.
2) This computer must be a PC (IBM, Dell, Hewlett Packard, Compaq, etc.) located in a private setting with internet access. The Internet WPT does not work on Macs/Apples at this time. The PC must have Microsoft Word on its C-drive and use Internet Explorer as a connected web browser.
3) The Proctor will check 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 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 call LTI to retrieve a test booklet number. Using this number, the Proctor then signs onto the LTI Writing Test Utility to open the candidate's test.
8) Once the Writing Proficiency Test directions appear on the screen, the candidate is to be seated at the computer to take the test. The candidate should be allowed 10 minutes to read the test directions and then click on the start button to begin the actual test that lasts a maximum of 80 minutes and is timed by the computer.
9) The Proctor must remain in the room with the candidate during the entire 80 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 them with answering the test prompts.
10) Should the computer freeze-up or the program close, the Proctor will need to re-boot the computer, sign the candidate back into the Internet Writing Test site and restart the test. If this fails the Proctor should call 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: ACTFL Testing Office at 914-963-7113.

Full Name: _____ Signature: _____ Date: _____

School: _____ Position: _____

Address: _____

Work Phone: _____ Work Fax: _____

Work E-mail: _____

