

### ACTFL Test Proctoring Guidelines

Your organization has been approved to administer and proctor ACTFL Proficiency Assessments. This document outlines the required proctoring procedures for ACTFL Assessments.

#### **Telephone Delivered Tests (OPI, Telephone OPIc)**

Language Testing International, the ACTFL Testing Office, will send you an e-mail within 2-3 business days of your appointment, that will specify the date and time of the interview and the telephone number to call for the test.

To proctor this test the proctor must agree to the following:

1. Prior to the test, identify a **landline telephone** in a quiet location that can be used for 10-30 minutes. If you do not have access to a landline phone and wish to use a cell phone, please do so from a fixed location with a strong signal.
2. Check a photo ID of the candidate.
3. Ensure that the candidate does not bring any resources into the test room such as paper, pens, notes, dictionaries, cell phones, camera, laptops, etc.
4. Ensure that no one but the proctor enters the test room during the test.
5. At the appointed time, call the LTI Testing Center and enter the test access code provided on the OPI Appointment Form.
6. The proctor must introduce him or herself to the tester and introduce the candidate, then hand the phone to the candidate to begin the test. The test may not be taken using a conference call or speaker phone.
7. The proctor should call LTI immediately if he/she anticipates any delays or has any difficulty reaching the tester. Any call placed more than five minutes after the scheduled test time for the OPI may not be able to be conducted, and in such case will incur a "missed appointment" fee for the candidate.
8. If the call is disrupted, please call the LTI Testing Center and re-enter the test access code to be re-connected to the interview.
9. The actual telephonic interview will last between 10 and 40 minutes.

#### **Paper and Pencil Testing (WPT)**

To proctor this test the proctor must agree to the following:

1. Receive an email containing the WPT Booklet Download Access Code and WPT Proctor Instructions
2. Download booklet day of the test
3. Check a photo ID of the candidate.
4. Ensure that the candidate does not bring any resources into the test room such as paper, pens, notes, dictionaries, cell phones, camera, laptops, etc.
5. Put the candidate in a private setting. No other paper or materials should be distributed by the proctor.
6. Read the "WPT Instructions" found in the "WPT Proctor Instructions" aloud to the candidate and begin the test.
7. Test time can range between 40 - 80 minutes (time is indicated on the front of the booklet) and remain in the room for the entire test period to ensure that the candidate receives no assistance of any kind during the test.
8. Once the candidate has completed the test, collect the booklet.
9. Complete the Transmittal Control Sheet(s). Then, scan the booklet and the Transmittal Control Sheet(s), and save as a .pdf document. Please do not use double-sided pages.
10. Email the PDF scans to [wptupload@languagetesting.com](mailto:wptupload@languagetesting.com).
11. LTI will acknowledge receipt via email reply.
12. Once you receive this acknowledgement, please shred the booklet immediately.

**Internet-based Testing**

To proctor this test the proctor must agree to the following:

1. For each candidate, the proctor will receive a username and password. This must remain confidential and is not to be shared with anyone not directly involved in proctoring the test.
2. The proctor must ensure that the technical specifications for administering the test have been met prior to administering the test.
3. Check a photo ID of the candidate.
4. Ensure that the candidate does not bring any resources into the test room such as paper, pens, notes, dictionaries, cell phones, camera, laptops, etc.
5. The proctor will log the candidate on to the ACTFL Assessment website, using the assigned password and login.
6. The candidate should be allowed 10 minutes to read the test directions before clicking on the start button to begin the actual test. The total time of the test is automatically tracked by the computer.
7. The proctor must remain in the room with the candidate for the duration of the test to ensure that the candidate does not use any resources (dictionaries, notes, etc.) or call upon the assistance of others to assist them.

Should the computer freeze, or the program close, simply close and relaunch the browser, sign the candidate back into the ACTFL Assessment Website and restart the test. The test will automatically resume from the point at which the candidate was disconnected. If this fails, the proctor should call LTI for assistance at 914-963-7110, option 1.

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