



ACTFL LPT & RPT

EXAMINEE HANDBOOK

LTI Language
Testing
International®
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ACTFL®
Language Proficiency & Performance
EXCLUSIVELY THROUGH LTI

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About the ACTFL LPT® and RPT® Tests

The Listening Proficiency Test (LPT) and the Reading Proficiency Test (RPT), developed by ACTFL and administered by Language Testing International, Inc. (LTI), are valid and reliable web-based assessments of how well you understand a language while listening or reading, respectively. Individuals, companies, and organizations around the world use these assessments. From students in Canada, to the New York City Department of Education in the United States, to employees at Samsung in Korea, the LPT and the RPT have become the tests people trust when they want to learn what they can do in a language.

The LPT and the RPT are carefully constructed assessments which evaluate listening and reading abilities according to the [ACTFL Proficiency Guidelines 2024](#) – **Listening and Reading**, the Interagency Language Roundtable Language (ILR) Skill Level Descriptors – [Listening](#) and [Reading](#), or the Common European Framework of Reference for Languages ([CEFR](#)), depending on the type of language proficiency certification needed. The LPT measures how well you spontaneously understand spoken language, without the ability to re-listen or ask for clarification. The RPT measures how well you spontaneously read a language when presented with written texts without access to dictionaries or grammar references. Both assessments are standardized tests delivered by computer via the internet.

As the LPT and the RPT both assess general language proficiency, they are not designed to assess what you learned in a specific language program, class, school, or university; nor are they tied to a specific teaching method or book. Rather than assessing what you “know” about the language, the LPT and the RPT are assessments of how well you can understand while listening or reading the language. Proficiency, that is, how well you can function in the language, as defined by the descriptions of listening and reading ability on the scale of your choice (ACTFL, ILR, CEFR), is the only factor assessed by these tests.

The ACTFL LPT and the RPT are appropriate for a variety of purposes: literacy certification, employment selection, program entrance, exit exams, placement, program evaluation and performance, and interpreter or translator credentialing. The official LPT and RPT ratings are also recommended for college credit based on the [American Council on Education](#) (ACE) credit- by-examination review.

Currently, there are versions of the tests in Arabic, Chinese, English, French, German, Italian, Indonesian (available as an RPT only at this time), Japanese, Korean, Portuguese, Russian and Spanish. A test may be requested through an organization or company, or individually.

Individuals can order the assessments directly from [LTI's](#) website, by clicking on “**Take a Test.**”

Proctoring Options

There are two possibilities for how your tests will be proctored:

On-site Proctoring with a Local Proctor

Organizations requesting tests for a group can arrange to proctor the LPT and the RPT on location. An authorized, responsible individual, ideally a member of the HR department or faculty of the organization requesting the assessment, must proctor the tests. This individual, nominated by the organizing agency, will review the Proctoring Guidelines to confirm the steps required to confirm the identity of the candidate and the conditions under which the test will be taken.

Off-site Proctoring with a Remote Proctor

Remote proctoring is a service that emulates the role of an on-site proctor – confirming your identity and safeguarding the integrity of the exam – using a computer- or phone-delivered assessment monitored by our off-site proctor. It allows you to take tests anywhere you can access a quiet room and a computer (in addition to a webcam and a headset), at a time that is convenient for you. It also frees the client from the practical chores of arranging and delivering on-site proctored exams. To ensure that the test goes smoothly, once a test is scheduled, you will receive an email with a hyperlink to a site that determines if the computer being used for the test meets the requirements for remote proctoring, so there are no surprises at the time of the actual test.

Testing Accommodations

Several forms of testing accommodations are available for candidates with a documented need. These may include extended time, screen magnification, human readers, extra breaks, and so on, depending on the test type and an individual candidate's needs. Please visit our [Test Accommodations](#) page to learn more about the accommodations that are available and the process for requesting them.



What do the LPT and the RPT Assess?

The goal of the LPT and RPT are to gather evidence of the full range of your functional ability in listening and reading. These are passive skills; that is, the message in a selection is sent to the receptor, you, and you receive and understand its meaning. The LPT and RPT measure your ability to understand spoken or written selections by asking you comprehension questions and providing you possible answers in order to confirm how well you understood the message. Instead of simple recognition of vocabulary or isolated statements, there is an expectation of a holistic (overall) understanding of the selection and its message. At all times, you are expected to demonstrate your functional ability in listening and reading (e.g., listen to a list of numbers to recognize the winning lottery numbers, read a list of things to do in order to understand what you need to do for the day, listen to a newscast to learn what happened in the community, read an editorial opinion in order to understand the author's point of view about a social issue). The expectation for the comprehension of details and nuances increase as the proficiency level increases.

The Selections

The listening and reading selections are selected to meet specific criteria assigned to specific levels of proficiency based on content and complexity. The selections include a range of topics appropriate for each level. They include informal and formal speech on general, social, and academic topics, such as daily interactions, reports, discussions, and broadcasts. The internal structure of the selection (sentences, strings of sentences, paragraphs, complex development) matches the level of its complexity.

Listening selections are heard only once, as you would hear in a real-life situation. The voices are clear, and there is no obstruction in the audio channel that may affect your listening (e.g., environment noises, background voices, music). The questions are provided in advance, before you listen to the selection, in order to help you to focus on the message and listen with a purpose in mind.

Reading selections are visible to you until you finish with the questions related to them. As in real life, you can go back and review the printed media (e.g., notes, newspapers, reports).

Multiple-Choice Questions

Each selection has three questions that refer to the selection's content; each question has four multiple-choice answers, of which only one is correct. While all selections are presented in the tested language, questions and multiple-choice answers at the Intermediate level and below are in English; questions and multiple-choice answers at the Advanced and Superior levels are in the tested language. There is also an international version of the tests available with all selections and multiple-choice answers in the language of testing.

All of the possible multiple-choice answers are equally attractive. This means that all options will appear to be potentially correct. However, each item has only one correct response. Multiple reviews of each test item have confirmed the quality of these questions in order to ensure that the questions and multiple-choice options are appropriate and aligned with the level, and that they contribute to the

assessment. The wording in the responses does not repeat the wording in the selections, so you will need to understand the meaning in order to answer the questions. You will be able to select the correct answer based only on your comprehension of the selection.

Even when a selection may refer to information of common knowledge, no external knowledge is needed or should be used to select the correct answer. Only your comprehension of the selection is needed to identify the correct answer.

Listening and Reading with a Purpose

The LPT and the RPT questions may ask for main ideas, details, implications, or inferences that you can make from the message presented in the selection. This allows the test to check your ability to understand the selection. For the listening selections, you will be able to read the questions before the selection plays. For the RPT, the selections will remain in view as the questions for each selection are presented. In this manner, you can listen or read with a purpose in mind.

After you read the questions in the LPT, you will listen to the selection in order to view the answers to the three questions provided to you in advance. You will also have a space to take notes.

Below is a screenshot of the LPT Sample Question.

Step 1 Sample Question

Step 2 Begin Test

Sign Out

Sample Question

Try this question. It won't count toward your final rating.

1 of 1: Susan's Hobbies

Questions

- 1 What is Susan's favorite hobby?
- 2 With whom does Susan go shopping?
- 3 How often does Susan go swimming?

Listening Passage

i You'll only hear the passage once, and you'll be unable to pause. Take some notes as you listen if you need to. Don't worry, your notes won't affect your rating.

Take notes here:

Next >

While listening to the selection, you can jot down information that may help you answer the questions. Any notes you jot down on the question screen (above) will be visible on the answer screen (below) to help you select the correct answer.

Step 1
Sample Question

Step 2
Begin Test

Sample Question

Try this question. It won't count toward your final rating.

1 of 1: Susan's Hobbies

1 What is Susan's favorite hobby? Susan's favorite hobby is...

- ☐ going to the movies.
- ☐ watching television.
- ☐ dancing.
- ☐ swimming.

2 With whom does Susan go shopping? She goes shopping with...

- ☐ Jane.
- ☐ Mary and Jane.
- ☐ her sisters.
- ☐ her swimming classmates.

3 How often does Susan go swimming? Susan goes swimming...

- ☐ every day.
- ☐ every week.
- ☐ every month.
- ☐ twice a week.

Take notes here:

Time remaining will appear here.

Go to the [Test demo](#) to try out the LPT Sample Question live.

In contrast to the LPT, the RPT presents both the questions and the selections together. As with the LPT, reading the questions in advance provides you with the opportunity to read with a specific purpose in mind. Read the questions first, and then read the selection while focusing on the information that may help you to select the correct answer.

Below is a screenshot of one of the two RPT demo questions.

Suggested Time: 5 minutes

Time Remaining: **49:40**

1 : Edgar Allan Poe

In the realm of American literature, one of the more famous names is Edgar Allan Poe. Poe is well-known for having suffered a difficult life. Aside from bad health and financial troubles, his biggest problem was getting his works published. In the early 19th century, the United States had no binding international copyright agreement with the UK. Charles Dickens was a noted outspoken opponent of this situation. Dickens' books were often published in the US without his consent, thereby avoiding paying him royalties. Due to a lack of binding copyright laws, this practice was not completely illegal. Conversely, American authors, such as Mark Twain, were subject to the same lack of copyright agreement, and their works were pirated in the UK. For a struggling American author, like Poe, it was a very difficult time to become established, as there was a general preference for publishers to pirate works of better-known English authors rather than take a chance on unknown Americans. Poe was prolific as an author of prose and poetry, along with non-fiction literary criticism, however, he always struggled with making a living as an author. Poe's literary legacy is strong. He is particularly known for his eerie gothic fiction and he is even considered to be the father of the modern detective novel. The international copyright situation would eventually be settled around 1886, long after Poe's death.

Zoom text above ●

Questions

1 The article focuses on what topic as influencing Poe's success as an author? The article focuses on the topic of...

- ☐ personal health and financial problems.
- ☐ the development of gothic fiction and the modern detective novel.
- ☐ competition from English authors.
- ☐ copyright laws.

2 Poe is considered a well-known author because...

- ☐ he was an outspoken opponent of pirate publishers.
- ☐ his gothic fiction and detective novels were a financial success.
- ☐ he wrote many literary works in different genres.
- ☐ he was more famous than Charles Dickens and Mark Twain.

3 According to the article, in the years prior to 1886...

Go to the [Test demo](#) to try out the RPT demo questions live.

The LPT and the RPT Test Administration

These assessments are administered via the internet on a computer that meets the minimum technical specifications stipulated by LTI. You will need an internet connection, webcam, headset with earphones, and microphone. The test is proctored by an authorized individual, or via LTI's remote proctoring services.

The LPT and the RPT each provide instructions and a Sample question to show you how to practice the LPT and RPT functionality. You will have the opportunity to review these instructions and the sample question before the beginning of each test. This will also prepare you to focus on and pay attention to all aspects of the selections during the test. Once you are familiar with the system, you will be ready to begin the actual test.

The next sections of the handbook provide details and illustrations regarding test functionality.

Listening Proficiency Test Functionality

Once your listening test is scheduled with either your local or remote proctor, the login information to access the LPT will be provided. You will log into the test online at: <https://actfllrhtml.actfltesting.org/>.

Before you start, the System Check will confirm that your computer meets the requirements to run the test. For the listening test, you will be asked to test your computer's audio. It is recommended to use good quality headphones for optimal quality of sound. At this point, you can adjust the volume if needed. Additionally, the computer controls and your headphones will allow you to adjust the volume if needed later.

Listening & Reading Test

Let's make sure your computer meets all of the required system checks.

Criteria	Minimum Requirements	Your System Information	Status
Bandwidth	Connection speed of 1,000 Kbps per candidate.	Connection Speed: 1,033,431.92 Kbps	✓
Web Browser	Tablet Desktop	Safari v26.2	✓
Audio	You must be able to hear the audio.		
Captions	Captions must not appear on your screen.	Did captions appear anywhere on your screen while the audio was playing? Yes No	

Next >

If the System Check shows that your computer does not meet a requirement, update your computer and/or browser, or look for another computer that meets these technical requirements. The testing system will not allow you to proceed on a computer that does not meet the technical requirements for the test. Technical issues can affect the quality of your listening experience and your concentration, so please address any potential issues with your equipment. Make sure you have a computer system that meets all the requirements fully.

Special Instructions for Chrome Browser Users

It is now necessary for all test candidates who wish to use Chrome to complete a System Check immediately before taking the test in order to confirm that Live Caption is not enabled (screenshot above). If Live Caption is enabled, the System Check will alert you to contact your proctor who will then provide instructions to disable the feature in Chrome. Alternatively, you may change to another browser for testing if available. It is extremely important that you complete the System Check and disable Live Caption if needed, as leaving captioning enabled may affect your test score.

After the System Check, the testing system will send you to the login page. There, your proctor will log you in to the test site by using the login credentials assigned to you.



Listening & Reading Test

Username

Password

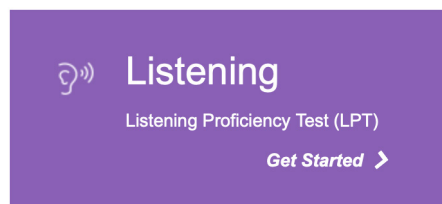
[System Check](#)

[Log In >](#)



Once you log in, you will see the LPT title screen. Click “Get Started >” to continue.

Ready to start your next test?



After the LPT title screen, you will see the [LPT Assessment Integrity Policy](#). Review the policy, check the boxes to confirm your understanding and acceptance of each statement, and check “Next >” to continue.

LPT Integrity Statements

Assessment Integrity Policy

Check each box to indicate that you have read and understood each statement:

- ☒ I understand that the ACTFL LPT™ is an assessment of language proficiency. This means it is designed to evaluate how well I can spontaneously understand spoken language.

Test Taker Actions

- ☒ I understand that my responses to LPT prompts and corresponding questions will reflect my own listening abilities at the time of the test.
- ☒ I understand that if I use content from another test taker, this is not permitted and is considered cheating.
- ☒ I understand that I cannot receive assistance from another person during the test. Collaboration with others during this test is not permitted and is considered cheating.
- ☒ I understand that I cannot use notes, books, dictionaries, websites, translators, cell phones, or any other electronic devices or written materials for assistance.
- ☒ I understand that I cannot share LPT test prompts or my responses to prompts after taking the LPT with anyone for any reason; the LPT is the copyrighted and protected intellectual property of ACTFL.

Penalties

If I engage in any of the above actions, penalties will be applied.

Please check each box to acknowledge each statement below:

- ☒ I understand that my results on the LPT will be cancelled and listed as un-ratable for dishonesty/cheating.
- ☒ I understand that my results will be reported to third parties if the LPT was requested through an employer or institution of higher education.
- ☒ I understand that I will not be able to re-test for up to five years for academic dishonesty / cheating.
- ☒ I understand that there may be legal consequences for sharing LPT prompts and corresponding questions or other violations of ACTFL's copyright and intellectual property rights.
- ☒ I understand that I will forfeit the ability to take an ACTFL assessment or be awarded an ACTFL certification on any ACTFL assessments in perpetuity if I share ACTFL test content or engage in any form of copyright infringement.
- ☒ I acknowledge that I have read and understood the ACTFL LPT Assessment Integrity Policy.

Next, you will see the instructions screen for your specific LPT test, which will resemble the screenshot below.

Listening Proficiency Test (LPT)

You will be tested on how well you can understand spoken the testing language.



Your test has 25 listening selections, each with 3 multiple-choice questions.



You will be given 120 minutes to complete this test. Your test will end once time is up.



You won't be able to go back once you've completed a selection.

[Next >](#)

Not all LPTs are the same. Specifically, the number of listening selections they contain or the amount of time allowed to complete them will vary, depending on the type of LPT you ordered or that was ordered for you. Thus, it is important to review and understand the information on your individual LPT's instructions screen. Note the details below:

- Number of listening selections: Your individual LPT will have between 10 and 25 listening selections.
 - Three (3) multiple-choice questions: Each listening selection will be followed by 3 multiple-choice questions to test your comprehension of the selection.
 - Total time allowed: The total amount of time you have to complete your LPT will vary according to the number of selections and, if your LPT was ordered for you, the requirements of the organization that ordered your LPT.
 - No backward navigation: You will not be able to go back to a previous selection after you advance to the next. This is true for all LPTs. Please make a note of it.
 - Sign out from any screen: If you need to step away from the computer for any reason, let your proctor know and then click the "Sign Out" link in the top righthand corner of any screen in your LPT. This is important because it will pause the timer clock until you return. You will have up to two (2) hours to log back in, and when you do, the test and the timer clock will continue from where you left off.
- » Note: When you first return to your LPT after having signed out, you will have to go through most of the preliminary screens again; however, the timer clock will not restart until you get to the point where you left off.

You will then see a "Setup" screen to test your audio. Click on "Play" to test the audio.

Step 1
Setup

Step 2
Sample Question

Step 3
Begin Test

Setup

Click the **Play** button to listen to the setup passage and adjust the volume.

 **Play**

[Next >](#)

After the “Setup” screen, you will be taken to the Sample Question section (below). You are given 30 seconds to familiarize yourself with the topic and questions before the audio starts playing. On the listening screen (below), you’ll see the following components before the audio begins to play:

- 1 A 30-second timer: When the timer reaches 0 seconds, the listening selection will begin to play.
- 2 Selection title: This will let you know which selection you are currently on (e.g., Susan’s Hobbies).
- 3 Questions: Here you’ll see the same 3 questions that you’ll be asked to answer on the answering screen after you listen to the selection. Review them as the 30-second timer counts down.
- 4 Listening Selection / Take notes here: You will have no control over the audio. You won’t be able to stop it, pause it, or repeat any portion of it. Thus, you should be prepared to listen carefully and take notes in the Take notes here box when the 30-second timer reaches 0 seconds.

[Sign Out](#)

Step 1
Setup

Step 2
Sample Question

Step 3
Begin Test

Sample Question
Familiarize yourself with the topic and the questions below.
The recording will play in 11 seconds.

1: Susan's Hobbies

Questions
1 What is Susan's favorite hobby?
2 With whom does Susan go shopping?
3 How often does Susan go swimming?

Listening Passage

Take notes here:

Below is the view of the question once the audio begins to play. Please note that you’ll only hear the passage once.

Sample Question

1: Susan's Hobbies

Questions
1 What is Susan's favorite hobby?
2 With whom does Susan go shopping?
3 How often does Susan go swimming?

Listening Passage

i You'll only hear the passage once, and you'll be unable to pause. Take some notes as you listen if you need to. Don't worry, your notes won't affect your rating.

Take notes here:

After the audio finishes playing, a 20-second timer will start to count down, allowing you time to jot down any final notes while they're fresh in your mind and before you advance automatically to the answering screen. If you do not need those full 20 seconds, just click "Next >" to be taken to the answering screen. Once the 20-second clock ends, the multiple choice questions appear (below). Similar versions of these two screens are what make up each listening selection of your actual LPT.

Sample Question

Take a few moments to review your notes.
You'll be moved on to answer the questions in **8 seconds** or click **Next** when you're ready.

1: Susan's Hobbies

Questions

- 1 What is Susan's favorite hobby?
- 2 With whom does Susan go shopping?
- 3 How often does Susan go swimming?

Listening Passage



Take notes here:

On the answering screen (below), you'll be able to:

- review any notes you took on the listening page in the "Take notes here:" box.
- answer the same 3 questions you first saw on the listening screen, by clicking one of the multiple-choice answer options.
- change any of your answer selections.
- click "Next >" to advance to the next selection.

Sample Question

Time remaining will appear here.

1: Susan's Hobbies

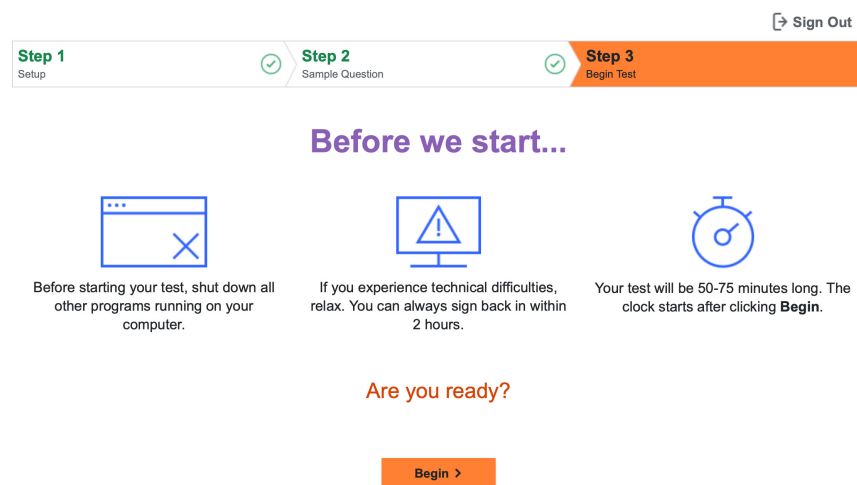
- 1 What is Susan's favorite hobby?
 - ☐ Going to the movies
 - ☐ Watching television
 - ☐ Dancing
 - ☐ Swimming
- 2 With whom does Susan go shopping? She goes shopping with...
 - ☐ Jane.
 - ☐ Mary and Jane.
 - ☐ her sisters.
 - ☐ her swimming classmates.
- 3 How often does Susan go swimming?
 - ☐ Every day
 - ☐ Every week
 - ☐ Every month
 - ☐ Twice a week

Take notes here:

Additionally, during the actual test selections, you'll see a timer clock just above the "Take notes here:" box. This timer clock will let you know how much time you have left to complete your answers on the current selection, and the total time it allows will vary between 1 minute and 30 seconds and 2 minutes and 30 seconds, depending on the complexity of each listening selection and the difficulty of its multiple-choice questions.

Note: If the timer clock reaches 0, you will be taken automatically to the next selection.

When you finish answering the questions on the Sample Question screen and click "Next >", you'll see the "Before we start..." screen (below).



Note the following reminders:

- Shut Down Programs: Be sure to close any other open applications on your computer to prevent yourself from being accidentally logged out of the testing system. If you go to any other application during your LPT, you will be automatically logged out and returned to the Login screen.
- 2 hours for technical issues and other unforeseen complications: If you need to sign out, or if you are logged out of the system for any reason, you'll have up to 2 hours to log back in and continue your LPT from where you left off.
- Total time limit: You'll see another reminder of the total time limit for your individual LPT.
- Are you ready? Click "Begin >" when you're ready to start the actual test.

Once you finish the last listening selection, the testing system will announce that you have completed your LPT (below). Click "Exit" to log out.

Congratulations!

You have successfully completed your LPT.



We've got your responses,
and we'll process the rating
shortly.



Thank you for taking the LPT.
We hope you had a good
testing experience.

Exit

Reading Proficiency Test Functionality

Just as in the case of the LPT, once you have contacted LTI to set up your appointment for your reading test, the LTI test management team will provide your proctor with the login information to access the RPT online at: <https://actflrhtml.actfltesting.org/>.

Before you start, the testing system will confirm that your computer meets the requirements to perform the test.

Listening & Reading Test

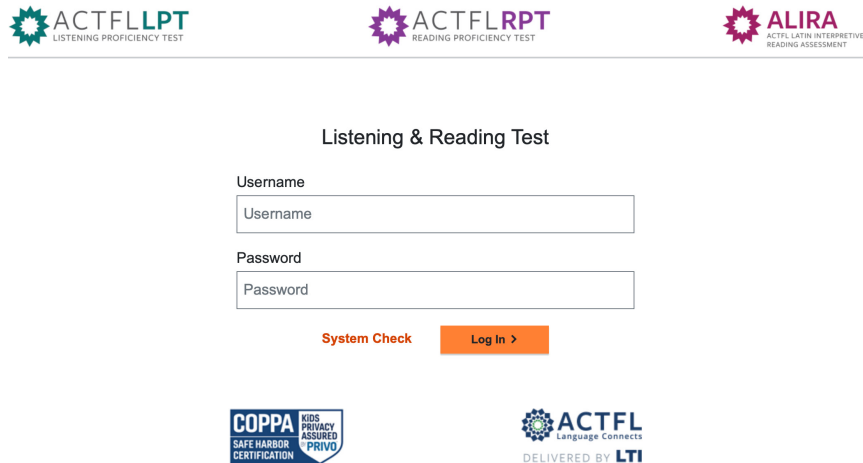
Let's make sure your computer meets all of the required system checks.

Criteria	Minimum Requirements	Your System Information	Status
Bandwidth	Connection speed of 1,000 Kbps per candidate.	Connection Speed: 1,033,431.92 Kbps	✓
Web Browser	Tablet Desktop	Safari v26.2	✓
Audio	You must be able to hear the audio.	▶ Play Audio	🔄
Captions	Captions must not appear on your screen.	Did captions appear anywhere on your screen while the audio was playing? Yes No	🔄

Next >

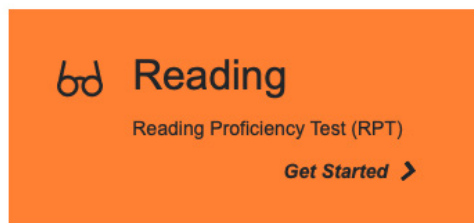
If the System Check shows that your computer does not meet a requirement, update your computer, or look for another computer that meets the technical requirements. The testing system will not allow you to proceed on a computer that does not meet the technical requirements for the test. Problems with the technology may be distracting, and lack of concentration will hinder your ability to do your best work. Make sure you have a computer system that meets the requirements completely.

After the System Check, the testing system will send you to the login page. There, your proctor will help you log in and begin the test by using the login credentials assigned to you.



Once you log in, you will see the RPT title screen. Click “Get Started >” to continue.

Ready to start your next test?



After the RPT title screen, you will see the [RPT Assessment Integrity Policy](#). Review the policy, check the boxes to confirm your understanding and acceptance of each statement, and check “Next >” to continue.

RPT Integrity Statements

Assessment Integrity Policy

Check each box to indicate that you have read and understood each statement:

- ☒ I understand that the ACTFL RPT™ is an assessment of language proficiency. This means it is designed to evaluate how well I can spontaneously understand written language.

Test Taker Actions

- ☒ I understand that my responses to RPT prompts and corresponding questions will reflect my own reading abilities at the time of the test.
- ☒ I understand that if I use content from another test taker, this is not permitted and is considered cheating.
- ☒ I understand that I cannot receive assistance from another person during the test. Collaboration with others during this test is not permitted and is considered cheating.
- ☒ I understand that I cannot use notes, books, dictionaries, websites, translators, cell phones or any other electronic devices for assistance.
- ☒ I understand that I cannot share RPT test prompts or my responses to prompts after taking the RPT with anyone for any reason; the RPT is the copyrighted and protected intellectual property of ACTFL.

Penalties

If I engage in any of the above actions, penalties will be applied.

Please check each box to acknowledge each statement below:

- ☒ I understand that my results on the RPT will be cancelled and listed as un-ratable for dishonesty/cheating.
- ☒ I understand that my results will be reported to third parties if the RPT was requested through an employer or institution of higher education.
- ☒ I understand that I will not be able to re-test for up to five years for academic dishonesty/cheating.
- ☒ I understand that there may be legal consequences for sharing RPT prompts and corresponding questions or other violations of ACTFL's copyright and intellectual property rights.
- ☒ I understand that I will forfeit the ability to take an ACTFL assessment or be awarded an ACTFL certification on any ACTFL assessments in perpetuity if I share ACTFL test content or engage in any form of copyright infringement.
- ☒ I acknowledge that I have read and understood the ACTFL RPT Assessment Integrity Policy.

Next, you will see the instructions screen for your individual RPT, which will resemble one of the two screenshots below. The main difference is that adaptive RPTs will not allow you to go back to previous selections to review or edit your answers. By comparison, you can navigate freely among the selections within non-adaptive RPTs.

Instructions Screen: Adaptive RPTs

[Sign Out](#)

Reading Proficiency Test (RPT)

You will be evaluated on how well you can read the testing language.



Your test has 10-15 reading selections, each with 3 multiple-choice questions.



Your test will take between 50-75 minutes to complete.



You won't be able to go back to previous selections.

[Next >](#)

Instructions Screen: Non-adaptive RPTs

[Sign Out](#)

Reading Proficiency Test (RPT)

You will be evaluated on how well you can read the testing language.



Your test has 25 reading selections, each with 3 multiple-choice questions.



You will be given 120 minutes to complete this test. Your test will end once time is up.



Go ahead and navigate between selections if you need to.

[Next >](#)

The type of RPT you have (adaptive or non-adaptive) will depend mostly on whether you ordered your RPT direct from LTI on your own or an organization ordered it for you. If you ordered your RPT yourself, you will most likely have an adaptive RPT. If an organization ordered it for you, it could be adaptive or non-adaptive, depending on the type of RPT that organization wants you to take. Thus, be sure to pay close attention to the third column of your individual RPT's instructions screen.

In addition to the navigational distinction, not all RPTs are the same. Specifically, the number of reading selections they contain or the amount of time allowed to complete them will vary, depending on the type of RPT you ordered or that was ordered for you. Thus, it is important to review and understand the information on your individual RPT's instructions screen. Note the details below:

- Number of reading selections: Your individual RPT will have between 10 and 25 reading selections.
- Three (3) multiple-choice questions: Each reading selection will be followed by three (3) multiple-choice questions to test your comprehension of the selection.

- Total time allowed: The total amount of time you have to complete your RPT will vary according to the number of selections and, if your RPT was ordered for you, the requirements of the organization that ordered your RPT.
- Navigation: For adaptive RPTs, you will not be able to go back to a previous selection after you advance to the next. For non-adaptive RPTs, you'll be able to navigate freely between selections.
- Sign out from any screen: If you need to step away from the computer for any reason, let your proctor know and then click the "Sign Out" link in the top righthand corner of any screen in your RPT. This is important because it will pause the timer clock until you return. You will have up to two (2) hours to log back in, and when you do, the test and the timer clock will continue from where you left off.
 - » Note: When you first return to your RPT after having signed out, you will have to go through most of the preliminary screens again, however the timer clock will not restart until you get to the point where you left off.

After the instructions screen, you will be taken to the Setup screen, which contains the reading selection for the Sample Question. Here you can practice adjusting the text font as needed.

[\[➔\] Sign Out](#)

Step 1
Setup

Step 2
Sample Question

Step 3
Begin Test

Set Up

Please use this sample question to familiarize yourself with the test controls. It will not count toward your final rating.

Dear Employees,

As you know, our company computers are very important. Our network security, however, begins with our company email accounts. It is important that every employee change to a new, safer email password. Please change to a new password by next Friday the 23rd. If you are still using your old password on the following Monday, we will give you a new one. Here are some tips to help choose a better, more secure password. First, never give your password to anyone for any reason. Make your password something that you can easily remember, but also hard for others to guess. Do not use names of your family, birthdays, or important personal numbers in your password. A strong password is a mix of lower case and upper case letters and numbers. The best tactic is to take a sentence and make it into a short password. For example, "I get up at eight in the morning", could be "IGua8itM." Good luck and please remember to change the password by next Friday.

Zoom text above

Next >

Next, you'll see the Sample Question screen (below), which contains the same reading selection you just saw on the Setup screen as well as the three multiple-choice questions. Thus, you'll be able to review the reading selection on the left while you answer the multiple-choice questions on the right. This same layout is used for each reading selection in your actual RPT.

[Sign Out](#)

Step 1
Setup

✔
Step 2
Sample Question

Step 3
Begin Test

Sample Question

Try this question. It won't count toward your final rating.

Computer Safety

Dear Employees,

As you know, our company computers are very important. Our network security, however, begins with our company email accounts. It is important that every employee change to a new, safer email password. Please change to a new password by next Friday the 23rd. If you are still using your old password on the following Monday, we will give you a new one. Here are some tips to help choose a better, more secure password. First, never give your password to anyone for any reason. Make your password something that you can easily remember, but also hard for others to guess. Do not use names of your family, birthdays, or important personal numbers in your password. A strong password is a mix of lower case and upper case letters and numbers. The best tactic is to take a sentence and make it into a short password. For example, "I get up at eight in the morning", could be "IGua8itM." Good luck and please remember to change the password by next Friday.

Zoom text above

Questions

- 1 Who is the writer of the memo? The writer is...
 - ☐ a company spokesperson.
 - ☐ an outside consultant.
 - ☐ a customer.
 - ☐ an employee.
- 2 When will the company change all passwords that have not been updated? The company will change all passwords that have not been updated on...
 - ☐ Monday, February 26th.
 - ☐ Monday, February 19th.
 - ☐ Friday, February 23rd.
 - ☐ Friday, February 16th.
- 3 Per the memo, lGua8itM is an example of...
 - ☐ a sentence made into a password.
 - ☐ a suggested password for employees to use.
 - ☐ a password without family names or birthdays.

[Next >](#)

After you finish the Sample Question and click "Next >," you'll see the "Before we start..." screen (below).

[Sign Out](#)

Step 1
Setup

✔
Step 2
Sample Question

✔
Step 3
Begin Test

Before we start...



Shut Down Programs

Before starting your test, shut down all other programs running on your computer.



Technical Issues

If you experience technical difficulties, relax. You can always sign back in within 2 hours.



Time is Precious

Your test will be 120 minutes long. The clock starts after clicking Begin.

Are you ready?

[Begin >](#)

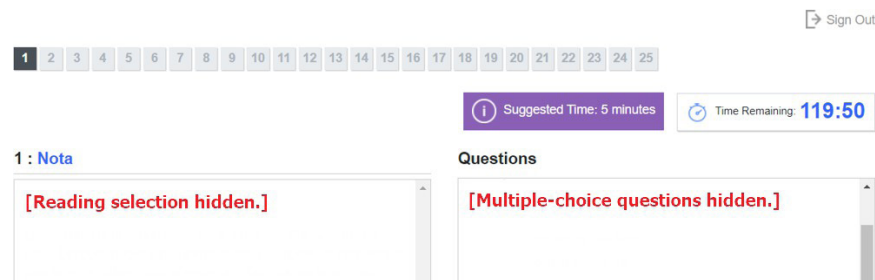
Note the following reminders:

- **Shut Down Programs:** Be sure to close any other open applications on your computer to prevent the system from logging you out of the testing system. If you go to any other application during your RPT, you will be automatically logged out and returned to the Login screen.

- 2 hours maximum time to complete the test after your initial login: If you need to sign out, or if you are logged out of the system for any reason, you'll have up to 2 hours to log back in and continue your RPT from where you left off.
- Total time limit: You'll see another reminder of the total time limit for your individual RPT.
- Are you ready? Click "Begin >" when you're ready to start the actual test.

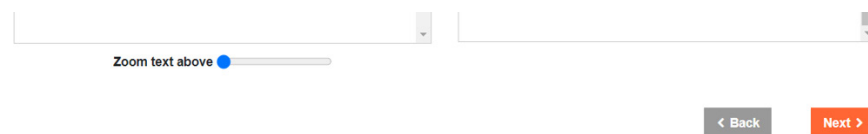
Except as noted, below are some additional features found in the actual selections for all RPTs (adaptive and non-adaptive).

Near the top of each screen, you'll find:



- A progress/navigation bar (non-adaptive only): Found in non-adaptive RPTs only, the progress/navigational bar, located at the top of the screen (screenshot above), will allow you to jump to any selection in your individual RPT by clicking the selection number tile.
 - » Note: After you answer all three questions in a selection, that selection's number tile will turn green.
- A suggested time: Found in the purple box, this information will help you budget your time. You should strive not to spend much more than the suggested time on any given selection so that you have time left to complete those near the end of your individual RPT.
- A timer clock: A timer clock will show the total time remaining in your individual RPT.
- A selection number: This number, located just above the reading selection (e.g., "1 :"), will let you know which selection you are currently working on.
- An orientation line: Located just after the selection number, this line or title in blue text will let you know the topic of the selection that you're about to read (e.g.,

Near the bottom of each screen, you'll find:



- A zoom slide: Use this to increase the font size of the selection so that you can read it more comfortably.

- Note: If you need to increase the font size of the multiple-choice questions, use the zoom controls on your browser.
- “< Back” button (non-adaptive only): If you want to go back to the preceding selection of your non-adaptive individual RPT, click “< Back.” Alternatively, you can use the progress/navigation bar mentioned above.
- “Next >” button: After you are satisfied with your answers to the multiple-choice questions, click “Next >” to advance to the next selection.
- “Finish >” button: On the very last selection screen, the “Next >” button will be replaced with a “Finish >” button.

If you’re taking a non-adaptive RPT, and the last selection you complete is not the final selection in your individual RPT, click the final number tile in the progress/navigational bar to advance to the final selection so that you can see the “Finish >” button.

Once you finish the last reading selection, the testing system will announce that you have completed your RPT (below). Click “Exit” to log out.

 Sign Out

Congratulations!

You have successfully completed your RPT.



We've got your responses,
and we'll process the rating
shortly.



Thank you for taking the
RPT. We hope you had a
good testing experience.

Exit



Rating the LPT and the RPT

The LPT and the RPT are machine-scored tests, and results will be available within hours. A computerized algorithm assesses test responses and assigns a final rating. The scoring procedure considers the difficulty of the selection, the items' level of difficulty, and the test candidate's ability. Hundreds of tests items were evaluated in order to create a reliable procedure. The computer score is interpreted into a proficiency rating.

Results will be reported according to the [ACTFL Proficiency Guidelines-2024](#), the Interagency Language Roundtable (ILR) [Language Skill Level Descriptors](#), or the Common European Framework of Reference for Languages ([CEFR](#)), depending on the type of language proficiency certification needed. All ratings for all languages refer to the same criteria.



Proficiency levels

As mentioned before, the LPT and the RPT can provide ratings based on different proficiency scales (i.e.: ACTFL, ILR, CEFR). The descriptions of the different scales follow similar criteria, and the best way to understand a rating is to read the descriptors. Here are some highlights for each major level according to the [ACTFL Proficiency Guidelines – 2024](#):

NOVICE

	Listening	Reading
Low	I can recognize a few memorized words and phrases when I hear them spoken.	I can recognize a few letters or characters. I can identify a few memorized words and phrases when I read.
Mid	I can recognize some familiar words and phrases when I hear them spoken.	I can recognize some letters or characters. I can understand some learned or memorized words and phrases when I read.
High	I can often understand words, phrases, and simple sentences related to everyday life. I can recognize pieces of information and sometimes understand the main topic of what is being said.	I can understand familiar words, phrases, and sentences within short and simple texts related to everyday life. I can sometimes understand the main idea of what I have read.

INTERMEDIATE

	Listening	Reading
Low	I can understand the main idea in short, simple messages and presentations on familiar topics. I can understand the main idea of simple conversations that I hear.	I can understand the main idea of short and simple texts when the topic is familiar.
Mid	I can understand the main idea in messages and presentations on a variety of topics related to everyday life and personal interests and studies. I can understand the main idea in conversations that I hear.	I can understand the main idea of texts related to everyday life and personal interests or studies.
High	I can easily understand the main idea of texts related to everyday life, personal interests, and studies. I can sometimes follow stories and descriptions about events and experiences in various time frames.	I can easily understand the main idea of texts related to everyday life, personal interests, and studies. I can sometimes follow stories and descriptions about events and experiences in various time frames.

ADVANCED

	Listening	Reading
Low	I can understand the main idea and some supporting details in organized speech on a variety of topics of personal and general interest. I can follow stories and descriptions of some length and in various time frames. I can understand information presented in a variety of genres on familiar topics, even when something unexpected is expressed.	I can understand the main idea and some supporting details on a variety of topics of personal and general interest. I can follow stories and descriptions of some length and in various time frames and genres.
Mid	I can understand the main idea and most supporting details on a variety of topics of personal and general interest, as well as some topics of professional interest. I can follow stories and descriptions of some length and in various time frames. I can understand information presented in most genres, even when not familiar with the topic.	I can understand the main idea and most supporting details in texts on a variety of topics of personal and general interest, as well as some professional topics. I can follow stories and descriptions of considerable length and in various time frames. I can understand texts written in a variety of genres, even when I am unfamiliar with the topic.
High	I can easily follow narrative, informational, and descriptive speech. I can understand discussions on most topics that deal with special interests, unfamiliar situations, and abstract concepts. I can sometimes follow extended arguments and different points of view.	I can easily follow narrative, informational, and descriptive texts. I can understand what I read on most topics that deal with special interests, unfamiliar situations, and abstract concepts. I can sometimes understand extended arguments and different points of view.

SUPERIOR

	Listening	Reading
	I can follow a wide range of academic and professional discourse on abstract and specialized topics. I can understand all standard dialects. I can sometimes infer complex meaning that requires deep understanding of the culture.	I can follow academic, professional, and literary texts on a wide range of both familiar and unfamiliar subjects. I can sometimes infer complex meaning that requires analysis and deep understanding of the culture.



Sublevels

The listening and reading descriptors of each sublevel in the [ACTFL Proficiency Guidelines-2024](#) provide details about the quality of functional ability demonstrated within the level. Sublevels are assigned in the ACTFL scale for Novice, Intermediate and Advanced. Superior does not have sublevels. The three sublevels are: High, Mid, and Low.

The HIGH Sublevel

Listeners and readers at the High sublevel are able to function with ease and confidence when performing the functions of their baseline level (Novice, Intermediate or Advanced). They are able to understand the content and contexts, and the text type at the next higher major level most of the time, but they are unable to sustain functional ability at the next higher level without intermittent lapses or evidence of difficulty.

For example, listeners or readers at the *Novice High* level are able to understand sentence-level discourse about the content and contexts associated with the Intermediate level, but they would not be able to maintain that level of comprehension all the time. There will be evidence of breakdown when the listener or reader would not be able to sustain the criteria of the Intermediate level.

The MID Sublevel

Listeners and readers at the Mid sublevel are able to function with ease and confidence when performing the functions of their baseline level (Novice, Intermediate or Advanced). They may demonstrate some understanding of the selections at the next higher major level, but they are unable to sustain functional ability at that level most of the time.

For example, listeners or readers at the *Intermediate Mid* sublevel would be able to understand sentence-level discourse with the content and contexts associated with the Intermediate level consistently throughout the test. Nevertheless, they will show frequent evidence of breakdown in comprehension of selections at the Advanced level.

The LOW Sublevel

Listeners and readers at the Low sublevel work hard to hold on to the major level of proficiency for which they have qualified. They demonstrate minimal but sustained functional ability in the functions of their baseline level (Novice, Intermediate, Advanced, or Superior). They meet the minimal requirements for the level and do not break down to the level below. On the other hand, they struggle to understand selections at the next higher major level.

For instance, listeners or readers at the *Advanced Low* sublevel are able to just hold onto the Advanced level by understanding short paragraphs about the content and contexts related to the Advanced level. They would be able to recognize different time frames (past, present, and future), but the listener or reader may need to make an effort to understand the intent of the message. Additionally, they will struggle to understand Superior-level selections.



Tips for Optimal Performance on the LPT and RPT

Logistics

- Scheduling the LPT and RPT is handled by LTI. Make sure to follow all of the instructions issued by LTI. If you have any questions, contact LTI immediately.
- Make sure in advance that your computer meets the minimal connection requirements for the test. Technical problems can be very distracting and will affect your ability to focus on the listening and reading tasks. Please check your settings in advance.
- Make sure that the area where you are taking the LPT and the RPT is quiet and void of distractions. If you are taking a proctored test in a testing site, the proctor is responsible for taking care of the environment in which you are taking the test. If, however, the test is unproctored, be sure to find a quiet place, without any interruptions.
- Meet your test schedule. Once LTI sends you the registration information, you will have two weeks to complete the test. Tests will automatically expire after two weeks, but your test administrator can provide extensions.
- Once you begin the test, you have a limited amount of time to complete the test. The time counters will assist you to maintain good control of time.
- During the test, you are not allowed to check documents or dictionaries, or ask for help. Rely exclusively on what you can do.

Personal preparation

To do your best on the ACTFL LPT and the RPT, you must create a habit of listening and reading in the tested language across a variety of contexts, formats, topics, and domains. Working to build your skills, so you can understand the language in real world contexts, is the best way to get ready to take the LPT and the RPT. Listen and read with the purpose of understanding the meaning of selections. Consider: What message is the author trying to convey?

The LPT and the RPT are assessments of what you understand in the language at the time of the test. Your final rating describes your general functional ability and your current receptive/ comprehension skills. The final rating describes your sustained functional ability, which is the level at which you show full control over the functions. Only language development over time will impact your rating. Last-minute preparation will not improve your functional ability throughout the test. Last-minute language learning, grammar review, or vocabulary practice will not improve your final results. Knowing more about the language will not affect your rating unless it reflects on what you can understand when you are listening and reading. As such, focus your practice on listening and reading real-life materials (articles, books, etc.), with attention to comprehending the speaker's/writer's message rather than the language forms that are used.

As with any test, you should prepare by being well rested and alert, maintaining a positive attitude throughout the test. During the test, FOCUS! Concentration will help you to understand better and recognize details. Focus on understanding the selection and its message.

Test-Taking Tips

- Listen to or read material in the language of testing shortly before you take the LPT and/or the RPT. This will help get you warmed up and ready to take the test(s).
- Read the questions first, then proceed to the selection. Read the questions carefully making sure that you understand the purpose of the question. Then, listen to or read the selection with that purpose in mind to help you identify the correct answers to the questions.
- Pay attention to time. During the LPT, a counter will announce when the recording begins. Be ready before the recording starts, so you can try to understand the selection from the very beginning.
- The LPT provides you with space to take notes. Take advantage of this notepad, since you do not know what the possible choices for the multiple-choice questions will be until after you have finished listening to the selection.
- The RPT questions and multiple-choice answers are available to you immediately. This means that you can go back to the selection to clarify any information or better select your responses.
- Select your answers carefully. All of the choices will look like possible correct answers, but only one is correct. All choices can appear equally attractive, and they will not repeat the content of the selection in the same words. You will be able to select the correct answer based only on your comprehension of the selection. If you are not sure of an answer, you should still attempt a response.



Questions? Contact us.

If you have any additional questions, please contact us at:

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