Before Giving the Assessment

Test Familiarization:

- Visit the [ALIRA page](#) to learn more about the test.
- Take the [ALIRA Demo](#).
- Review the [ALIRA Score Report](#).
- Help test-takers become familiar with the test format.
  - They should understand that the test is adaptive in nature and that it will present them with a series of reading passages that will vary based on the reading ability that they demonstrate through their answers to the passages within the test. In other words, since the test is machine-scored, test-takers' correct and incorrect responses as they work through the test determine the sequence in which subsequent reading passages are presented to them by the system.
  - Additionally, test-takers should know that the amount of time allotted for them to read each text and respond to the corresponding multiple-choice question will vary. The maximum amount of time for any single reading text is five minutes, but many texts will be shorter. The screen will display a timer to show them the time remaining for each passage as they advance through the test.
  - Test-takers can practice taking the ALIRA Demo to become familiar with the test and the timed reading texts. Below is a screenshot from the ALIRA Demo, which shows the timer for the sample reading text and question.
Technology:

- If needed, coordinate with your school's IT staff to have someone available to configure devices and provide support during testing. Please view the ALIRA Technical Requirements here.
- Run the System Check in advance on each device, and again just prior to testing to ensure that they are set up properly.

To Begin Testing

To begin testing, the test proctor should follow these steps.

- Visit the Tests Scheduled menu on the LTI Client Site to print your students’ login labels. These provide the username and password that your students will need in order to access the test at the link above. Please follow the instructions below.
  1. Click the Tests Scheduled menu option.
  2. Enter or select a date range in the From: and To: boxes if you need to limit your search to those tests scheduled within a certain time period. It is also possible to search without entering a date range.
  3. Select ALIRA in the Test Type dropdown menu.
  4. Click Search.
  5. When the search results become available, you can select one or more tests using the boxes on the left side of the screen or click Print Labels – All Records to print the login credentials for all test records on the page.
  6. Please see the screenshot on the next page.
- Direct students to https://actflrlrhtml.actfltesting.org to take their tests.
- Have them enter the test login information provided on the printed label.
During the Assessment

Proctors Agree to Comply with the Following Requirements and Procedures:

- Students’ login credentials should remain confidential and are not to be shared with anyone that is not directly involved in proctoring the assessment for these candidates.
- The proctor must ensure that the technical specifications for administering the test have been met prior to administering the test. Run the System Check in advance on each device, and again just prior to testing to ensure that they are set up properly.
- The proctor will ensure that test-takers do not bring any papers, pens, pencils, notes, dictionaries, iPods, laptops, cell phones, cameras or any other electronic devices of any kind into the test room.
- Neither the proctor, test-takers, nor any other party shall make a copy – by hand, camera, phone, printer, or any machine – of any test materials.
- The proctor is responsible for ensuring a quiet environment for testing. If the noise level in the room becomes too loud, it may interfere with the test-takers' ability to take the test.
- Actively monitor the room during testing. You may help candidates who need assistance with test navigation or technical assistance with their computer. Do not help them answer the questions! Seek local IT assistance or contact LTI if your local IT support cannot help.
- If more than one candidate is testing at a time, ensure that they are NOT talking to each other or looking at each other’s computer or tablet screens.
- The proctor may hand out the printed logins and passwords to each test-taker at the beginning of testing. The proctor is also responsible for collecting all login and password slips from each test-taker at the end of the testing session. Not doing so can lead to potential testing integrity violations.
• The proctor must remain in the room with the candidate(s) for the duration of the test, in its entirety, to ensure that no external resources (dictionaries, grammar texts, notes) or other forms of cheating (one candidate helping another with a response, etc.) occur.

• Should the computer freeze up or the browser crash, simply sign the candidate back into the test, which will automatically resume from the point at which the disconnection occurred. If this fails, the proctor should call LTI for assistance at (914) 963-7110 option 1, Monday through Friday, 8am-6:30pm Eastern Time (except holidays) or contact us by e-mail at aapplhelp@languagetesting.com.

Test Security Features

In order to ensure test security and that each candidate's responses are genuine, ACTFL and LTI have put in place several test security features. Many test security features are invisible to users, but the following may be noticeable to test-takers and proctors and should not be considered a technical issue.

The following features are automatically disabled once you log into an ACTFL assessment:

• The right-click feature of your mouse;
• The browser back button;
• The Google Translate browser extension, if installed.

Additionally, if a test taker clicks outside of the browser window through which the assessment is being delivered by opening another window or trying to access another program, they will be logged out of the test and will need to sign back in to continue with the assessment.

After the Testing Session

• After testing is completed, you can log into http://www.languagetesting.com/client to access test scores and print certificates. After scoring is complete, individual Score Reports can be printed for each test-taker, or an Excel file of test results may be downloaded.

• The ALIRA is machine-scored and scores are available immediately after testing by logging into your LTI Client Site.

  • Please note that scores for ALIRA tests taken with our Computer Proctoring service are held for up to 7 days pending review of the proctoring footage in order to rule out any academic dishonesty incidents. Please see the ALIRA Computer Proctoring Teacher Guide and ALIRA Computer Proctoring Student Guide for more information, and visit the K-12 Out of School Testing page.

Out of School ALIRA Testing

• For Parent/Guardian Proctoring, please review these documents, all of which can be found along with additional details on our K-12 Out of School Testing page.

  • ALIRA Parent/Guardian Proctoring Instructions (for parents/guardians and also available in multiple languages on the page above).

• For Computer Proctoring, please review these documents:

  • ALIRA Computer Proctoring Teacher Guide
  • ALIRA Computer Proctoring Student Guide