

Testing Accommodations for Individuals

As the Exclusive Licensee of ACTFL Assessments, LTI is committed to fostering inclusive access to ACTFL assessments for all candidates by providing reasonable accommodations appropriate to each individual's unique abilities and needs. As such, all test accommodations requests are handled on a case-by-case basis in order to provide personalized solutions that make ACTFL assessments accessible to candidates with diverse needs.

Individuals taking these assessments purchased through [languagetesting.com](https://www.languagetesting.com) should follow the steps outlined in this document to request testing accommodations.

- Oral Proficiency Interview (OPI)
- Oral Proficiency Interview by Computer (OPIc)
- Writing Proficiency Test (WPT)
- Reading Proficiency Test (RPT)
- Listening Proficiency Test (LPT)

Requests for testing accommodations should be submitted as early as possible since up to 10 business days (excluding weekends and US holidays) are required for processing once they are received. In some cases, additional time may be required while requests and documentation are reviewed and the appropriate accommodations enabled for each test.

Please read the detailed instructions below carefully as they will help you to understand how to submit accommodations requests if you are an individual purchasing assessment(s) through [languagetesting.com](https://www.languagetesting.com). At least 10 business days before the desired test date, you must first order the test and then submit your accommodations request through [this secure online form](#). Please note that if you are seeking information about accommodations for Grades 3-12, for Academic Institutions, or for commercial or government entities, you should visit the corresponding page for your needs:

- [Accommodations for Learners in Grades 3-12](#)
- [Accommodations for Academic Institutions](#)
- [Accommodations for Commercial or Government Entities](#)

General Accommodations Information

Some of the accommodations listed below may not be applicable to all assessments due to test configuration limitations. Please reach out to our Accommodations Team at accommodations@languagetesting.com to discuss your specific needs if they are not addressed in the list below.

- Extended testing time (time and one-half or double time)

- Extra breaks
- Screen magnification
- Human reader
- Oral interpreter for directions
- Alternate location
- Environment change
- Change in the order of activities
- Blank scratch paper
- Spell check

How to request accommodations

At least 10 business days before the desired test date, you must first order the test and then submit your accommodations request through [this secure online form](#). Please be prepared to provide the following details when submitting your request:

- the type of assessment(s) being taken and the preferred test date,
- the type of accommodation(s) being requested, (please refer to the list above),
- a list of any devices that may be needed to help with the accommodation process. LTI is not responsible for providing those devices.
- a detailed explanation of any other accommodations that are requested and not listed here.

Requests take up to 10 business days (excluding weekends and US holidays) to process.

You will receive an email from accommodations@languagetesting.com either confirming the accommodations request or letting you know the request cannot be met for some reason. LTI requires that you submit documentation supporting your request for testing accommodations, which will be confidentially reviewed by our team while your request is handled. When you submit the secure form to request accommodations (linked to above), you will be prompted to upload your documentation. Acceptable forms of documentation include ANY of the following:

- a letter from a professional or facility confirming the need for the requested accommodations,
- a report or letter from a professional or facility that has evaluated the candidate's specific need for testing accommodations,
- other official letter supporting the accommodations requests.

Please contact us by email at accommodations@languagetesting.com with any questions about the accommodations process that are not answered on this page.

Protecting data privacy and handling test taker Personally Identifiable Information (PII) securely is very important to LTI. Please refer to [LTI's Privacy Policy](#) for detailed information.

Confidentiality

All documentation submitted to LTI is kept confidential and is used only to determine eligibility for test accommodations. ACTFL Score Reports do not include any information about any accommodation provided.