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Welcome to AAPPL Testing!

Important Links/Quick Reference

Log in and Take the AAPPL:

- For Computer Proctoring: https://tms.languagetesting.com/AutomatedRPAssessment/

AAPPL System Check: https://aappl2.actfltesting.org/systemcheck

AAPPL Technical Requirements / Demo: https://www.languagetesting.com/aappl2-demo

Accommodations: https://www.languagetesting.com/k-12-test-accommodations

AAPPL Central: https://www.languagetesting.com/aappl-central

COPPA Safe Harbor Certification:
https://cert.privo.com/#/companies/languageTestingInternational

LTI Client Site Information for Teachers and School Administrators

The LTI Client Site is the secure web portal through which teachers and school and district administrators can request AAPPL assessments, view students' individual results, ACTFL Certificates, and Score Reports, access student responses to the ILS and PW AAPPL components (for 60 days after the test date), and generate a variety of reports.

» Forgotten Usernames/Passwords: Each account user (teachers, administrators, etc.) will be given a username and password to access their Client Site. Your username and password are
sent to you in a welcome email from LTI. In order to retrieve a forgotten username or password, please go to https://languagetesting.com/client and click Forgot Username and then proceed to Forgot Password.

- **Note:** The welcome email from LTI will be sent from noreply@languagetesting.com. You may need to check your spam/junk email folder if it does not arrive in your inbox.

**Other Assistance:** If you need other assistance, please contact customer support at the number or email address provided in the footer throughout this document.

### Getting Started

Please see this video tutorial on basic Client Site navigation.

#### Logging In

Please browse to https://languagetesting.com/client and enter your username and password on the login screen. Remember that your username and password were sent to you in your welcome email.

![Login Screen](image.png)

### Your Account Home Page

The left side menu of the homepage of your Client Site offers the following options, which may vary by access:
Ordering Tests

NEW in Spring 2023! You can now choose to use either Microsoft Excel or Google Sheets to prepare your Student AAPPL Registration Form. The Ordering with Excel section below covers ordering with Microsoft Excel. For instructions on ordering with Google Sheets, please see the Ordering with Google Sheets section below. If you are ordering tests within an account hierarchy that encompasses multiple teachers, schools, or districts, please see the additional details in the Ordering Tests through an Account Hierarchy section below.

Ordering with Excel

<table>
<thead>
<tr>
<th>MENU ITEM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Search for individual student test records and access Client Site videos for additional support.</td>
</tr>
<tr>
<td>Test Requests</td>
<td>Tests are ordered here.</td>
</tr>
<tr>
<td>Print Certificates</td>
<td>Print your Student Score Reports upon test completion.</td>
</tr>
<tr>
<td>AAPPL Test Status</td>
<td>View student information and scheduled tests, print student testing tickets (labels) for testing day, access scores, and export details about AAPPL tests ordered, taken, and rated.</td>
</tr>
<tr>
<td>My Account</td>
<td>Update your account, billing, and contact information.</td>
</tr>
<tr>
<td>Sub-accounts</td>
<td>Manage the sub-accounts associated with your account.</td>
</tr>
<tr>
<td>AAPPL Teacher Report</td>
<td>Find test results for the students of teachers within the account.</td>
</tr>
<tr>
<td>AAPPL National Report</td>
<td>Find out how your students’ results across the account align with national results.</td>
</tr>
<tr>
<td>AAPPL School Report</td>
<td>Compare students’ results within a school.</td>
</tr>
<tr>
<td>AAPPL Student Longitudinal Report</td>
<td>See students' progress toward proficiency over multiple test administrations.</td>
</tr>
<tr>
<td>AAPPL Unratable (UR Tests)</td>
<td>Provides a summary of AAPPL components that have received a rating of Unratable (UR).</td>
</tr>
<tr>
<td>Accommodations Status</td>
<td>Shows your requested testing accommodations and the status of each request.</td>
</tr>
<tr>
<td>User Maintenance*</td>
<td>Manage users under your account hierarchy. This option is not configured in all accounts.</td>
</tr>
<tr>
<td>Change Password</td>
<td>Change your password.</td>
</tr>
</tbody>
</table>
1. Please see this video tutorial on test ordering.
2. Click Test Requests on your Client Site home page and choose AAPPL Assessments.

3. The Student AAPPL Registration Form is an Excel file within which you will add your students’ details for test ordering. Please see the screenshot below.
4. The Student AAPPL Registration Form is an Excel file. Please enter all the required information. Make sure that the information entered is accurate, especially the first four column fields (screenshot below), as these determine how the students' data will flow to your teacher/school/district/state's account structure (please see below for information on ordering tests within an account hierarchy). Student ID numbers should be unique and can be either numeric or alphanumeric. Do not delete or alter the template columns or change the names of the tabs in the Excel form; if you do so, the system will not be able to process your test request and you will have to re-enter your data.
5. The information you enter in the Excel upload must exactly match the way that information appears in the LTI Client Site system. You should not use abbreviations, nicknames, or acronyms.

- Column D: The Teacher name must be entered in First Name Last Name format with the exact spelling used in the LTI system. For example, teacher Jonathan Smith's name must be spelled out as Jonathan Smith, not “Smith, Jonathan” or “Jon Smith.” The system will not recognize either of those spellings and the tests ordered with those spellings will not accurately reflect Jonathan Smith's name for reporting purposes.

- Column C: The School must be written as it appears in our system. For instance, you should not abbreviate Bright High School to “Bright HS” unless that is exactly how the name of the school is set up in your district or school's account hierarchy. Please refer to the User Maintenance section of this guide to learn how to confirm the spelling of these data points in the LTI system.

- Column B: As above, please ensure, if you are testing within an account structure that includes your school district, that the spelling is entered exactly as it appears in the LTI system. Calhoun School District should not be abbreviated as “Calhoun SD,” for example.

6. When a column on the Excel form instructs you to select from list, make sure you use the dropdown menu options to add the required information. You will see an error upon upload of the Excel form if you attempt to enter data that doesn’t match the dropdown options, and your order will not go through.
7. The **Test Form** column requires a response in order for your test request to be processed. Please select Form A, Form B, or Form E (for AAPPL Elementary). The explanations below will help you choose the Test Form that best meets your needs.

**AAPPL Test Forms**

» **AAPPL Test Forms for Seal of Biliteracy testing**
   If ordering AAPPL tests for Seal of Biliteracy Awards, it is recommended that you order Form B tests.

» **AAPPL Test Forms for non-Seal of Biliteracy testing**
   When ordering AAPPL for reasons other than the Seal of Biliteracy for learners in Grades 5-12, the selection of Test Form A or B should be based on your overall proficiency target for the course. If you have multiple proficiency goals within a mixed-level course, you should select the form that captures the full range of the proficiency goals for the course.

For example,

- if your course goals include the Novice to Intermediate Low levels of proficiency, **Form A** will help you see progress across all learners.
- if your course goals are consistent with the Intermediate range, **Form B** will capture the range of proficiency you expect to see in learners.

Selecting the form following these guidelines will also help you to plan ways to help all your students gain in their proficiency.

In summary, you should think about the range of your course goals to make sure that the form you select will provide information across all the levels in your course—especially your targeted proficiency goals.
AAPPL Form E

AAPPL Form E is available in Chinese (Mandarin), English, French, and Spanish and consists of the Interpersonal Listening and Speaking (ILS) component with content and a virtual video chat partner that are age appropriate for learners in 3rd and 4th grades.

8. Once you have entered all your students’ information, save the Excel file on your computer in a location that you will remember and return to the Test Request menu on the Client Site. To order tests, you will need to start by selecting the desired proctoring mode with which your students will test. There are three proctoring options to choose from. Please refer to the Additional Documentation section for links to detailed documents about the Parent/Guardian and Computer Proctoring processes.

- Select At School if your students will be testing in person at your school with a proctor present.
- Select Parent/Guardian Proctoring if your students will be testing at home with a parent/guardian (or other trusted adult) to proctor the test.
- Select Computer Proctoring if your students will be testing outside of school with monitoring through our AI-based computer proctoring provider. There is an additional $4 fee per student for this proctoring mode.

Please note that if you select Computer Proctoring you will be prompted to provide a testing start and end date. The start date must be at least 24 hours from the date on which the order is placed, and the end date selected will determine when your students’ test login credentials will expire. Please be sure to allow plenty of time for your students to take all AAPPL components within the computer proctoring window established at this point in the test request.

Need help? Email AAPPLHelp@languagetesting.com or call during regular business hours (Monday-Friday, 8am – 7pm Eastern Time) at (914) 963-7110, option 1.
Revised: 4/11/2023
Students must be in 9th-12th grade and age 13 or older to test with Computer Proctoring. Students under the age of 13 may NOT test with computer proctoring due to COPPA compliance requirements.

9. Once you select the proctoring mode, follow the instructions on your screen to upload the saved Student AAPPL Registration Form Excel file by clicking Choose File and browsing to it on your computer. Then click Submit Student AAPPL Registration Requests.

10. Once uploaded, you will see a preview of your test request. Review your information. If everything looks correct, choose Save Student AAPPL Registration Requests.
11. The system will alert you if any required fields were left blank or if there are other errors in the upload.

Retests: The AAPPL test registration system automatically processes requests for retests according to ACTFL’s retest policy. If you attempt to order retests that are outside of what is permitted by the policy, an error message will be displayed with further instructions.

ACTFL’s retest policy allows learners to take the AAPPL once every 90 days. Learners may retest once within that 90-day window as long as the same test form is used (Form A/B/E). Retesting with a different test form is only allowed under limited circumstances and requires approval.

12. On the next screen you will receive confirmation and you can immediately retrieve student login information for the test by clicking the **AAPPL Test Status** menu. Please refer to the [Printing Student Labels](#) section of this user guide for detailed instructions.

## Ordering with Google Sheets

1. Make sure that you are logged in to the Google account that you would like to use to store and edit the Google Sheets AAPPL Test Request Template.

2. On the LTI Client Site AAPPL Test Request screen, click **Open Google Sheets**.

3. If you aren’t logged into a Google account, you will be prompted to sign in to continue to Sheets.
4. If you are already signed in (or after you get signed in), you will be prompted to make a copy of the AAPPL_Test_Request_Template_Google_Sheet. Click **Make a copy**.
5. A copy of the template will be made and saved to the Google Drive for the account that you're currently signed into. This version of the template is fully editable and will allow you to enter your students' information in order to request AAPPL tests for them.

6. The Google Sheet will save itself automatically in your Google Drive as you edit it.

7. Complete all of the required information for all of the students that you want to test. For very detailed information about how to populate the sheet with the required information, please review the Ordering Tests section of this document.

8. Once you've filled in all of the required information, click the File menu, then Download, and select Microsoft Excel.

9. An Excel file will be downloaded through your browser with the data you entered into the Google Sheet. It will save in your Downloads folder or in whatever location you have set as your default for downloaded files.
• You do not need to have Microsoft Excel on your computer to complete these steps.
• You will not need to open or use Excel in order to proceed to order tests.
• If you need to make changes to the AAPPL upload template, simply make them in the Google Sheet and then repeat the process explained above to download an updated copy in Excel format.

10. Now you should go back over to the Client Site and make sure the AAPPL Test Requests page is open. Follow the steps on the screen to select your desired Proctoring Mode (Step 2 on the ordering screen). Note that you do not need to click Download Excel or Open Google Sheets as shown in Step 1 on the Client Site screen. Instead, you should proceed to Step 3 as shown on the screen and click Choose File.

11. Browse to the location where the Excel file was saved when you downloaded it from the Google Sheet template. Select the file, which will upload to the Client Site. Then click Submit Student AAPPL Registration Requests.

12. Once uploaded, you will see a preview of your test request. Review your information. If everything looks correct, choose Save Student AAPPL Registration Requests.
13. The system will alert you if any required fields were left blank or if there are other errors in the upload.

14. On the next screen you will receive confirmation and you can immediately retrieve student login information for the test by clicking the AAPPL Test Status menu.

**Tips for Populating the Google Sheets/Microsoft Excel Template**

These practical tips and instructions on completing the AAPPL Registration Form apply whether you're using Excel or the Google Sheets template.

1. Add your students’ information into each row in order to request AAPPL tests for them.

   Please note the following important points:
   - You must not add, delete, reorder, or change the columns or dropdown menu options in the template. If you make these types of changes, the upload to the LTI Client Site will fail and you will not be able to use the template to order tests.
   - All columns marked *(required)* must be filled in for the test request to go through.
   - Columns that include a dropdown selection require that you enter one of the options in the dropdown. In other words, you cannot type in or substitute the dropdown values.

   **Helpful tip:** You can select a dropdown option in one cell and copy and paste it into other cells to save time. This is useful if you have multiple students testing in the same language. You can select the language the first time and then copy that selected value and paste it into the Language selection column for all other students testing in that language. This can be applied to any other columns (whether they include dropdowns or not) to make it easier to fill in the same information for multiple students.
• Do not add columns to the sheet as it will make your upload invalid and cause an error.

**Ordering Tests through an Account Hierarchy**

Your School or District may be working with a hierarchy of accounts, sub-accounts, and users. This section will outline the steps to order tests through a parent account within an account hierarchy so that the ordered tests flow to the correct sub-accounts and users. Please see the [User Maintenance](#) and [Setting Up Sub-accounts within Sub-accounts](#) sections of this guide for more details on account hierarchies and their creation.

Once all sub-accounts and their users have been created, users within parent accounts can submit a single Test Request Template that will allow test and candidate data to flow to the appropriate sub-accounts, as well as roll up all data to the parent account. Alternatively, users can log in to each sub-account and request tests that way.

You can view and confirm your account hierarchy and how accounts are named within the **Sub-accounts** menu on the Client Site.
To order tests within an account hierarchy, you will follow the same steps as in the Ordering Tests sections above, whether you choose to use Microsoft Excel or Google Sheets to prepare your upload template. The key to ensuring that data flow correctly to all the accounts is to confirm that naming conventions for your Schools, Districts, and Teachers remain consistent within your account setup on the LTI Client Site and exactly match the way they are entered on the Excel form when uploading your AAPPL Test Requests. Please see the detailed examples at the end of this section.

1. Click **Test Requests** on your Client Site home page. Choose **AAPPL Assessments**.
2. Download the **Student AAPPL Registration Form**.
3. When adding your students’ information to the Excel form, pay close attention to the first four columns.

The AAPPL Test Request Excel upload process checks the LTI system in order to validate and match tests with the values entered in Columns A-D: **State/Province** (under limited circumstances that only apply to certain accounts), **District**, **School**, and **Teacher**. The Excel upload process validates the data entered in Columns A-D against the sub-accounts and users configured within your account hierarchy. For this reason, the values in Columns B-D, **District**, **School**, and **Teacher** must exactly match the way that these are set up in your Client Site account. Users at the School or District level can confirm the naming for users of sub-accounts within the **Sub-accounts** menu on the Client Site, as shown above.

The upload process validates accounts based on the values entered in the Excel upload in order, first by **Teacher**, followed by **School**, then by **District**, and finally by **State/Province** (where applicable). The teacher’s name in the Excel form must exactly match the established user’s name within the LTI Client Site in FirstName LastName format (e.g., John Smith not Smith, John). Likewise, for tests to accurately be registered under their corresponding school, the name of the school in Column C of the upload must exactly match that sub-account name within the system just as **District** must match that parent account name.

These are the users and sub-accounts associated with the examples below:
• The top-level parent account is **DistrictABC**.
• School accounts (**School1** and **School2**) are sub-accounts of the district account.
• Though this is not visible within the AAPPL Student Registration upload’s Columns A-D, each school in District ABC also has sub-accounts for different languages (this can also be configured for different courses or levels, i.e. French III or AP Spanish). So, **French** is a sub-account of **School1**, and **Spanish** is a sub-account of **School2**. This allows the school to add and remove users for each language (and/or course/level), depending on their needs.
• Teachers and school personnel (**John Smith** and **Jane Doe**) are set up as users within the sub-accounts corresponding to their languages and levels. Thus, the established hierarchy is like this:

  - **DistrictABC**
    - **School1**
      - **French**
        - John Smith
    - **School2**
      - **Spanish**
        - Jane Doe

Here are examples showing the behavior of the **Student AAPPL Test Registration** upload based on the account configuration above.

The district admin for **DistrictABC** orders AAPPL tests on behalf of multiple schools. When logged into their district level account within the LTI Client Site, they can order AAPPL tests by entering data for different teachers and schools into Columns A-D of the Excel upload:

![Excel Table]

**Column A - State:** This is the state within which testing will occur. While it is possible for states to establish a hierarchy that flows teacher, school, and district data all the way up into a state level account, that is not how most accounts are configured. As such, don’t concern yourself with **State** for purposes of these examples.

**Column B - District:** This is the parent account for schools within a district that are set up as sub-accounts beneath it in the hierarchy. All data within the sub-accounts
established under our example, DistrictABC, in the account hierarchy will flow up into this account.

**Column C - School:** In our example, School1 is a sub-account of DistrictABC. As shown above, a district account can have many sub-accounts configured under it, each representing one of the individual schools that are part of the organization (School1 and School2 within DistrictABC in the example above).

**Column D - Teacher:** For this example, John Smith, a teacher at School1, is set up as a user under School1’s sub-account for French. Jane Doe, a testing coordinator at School2, is set up as a user under School2’s Spanish sub-account. A user of the DistrictABC parent account can order tests and, if John’s and Jane’s names and schools are accurately listed in the test request, those tests will flow correctly to their respective user accounts and also be accessible for users at the School, District, and French/Spanish levels.

Let us consider the following scenarios to illustrate how the system attempts to place test requests within an account hierarchy.

**Student1, Student2, Student3, Student4, and Student5** are all imaginary students’ last names as entered in the Excel examples below. Each of the four scenarios illustrate the functionality of the upload request system and mistakes that may occur if the Test Request Template is not fully and accurately completed with all entries exactly matching the account hierarchy within the LTI Client Site. Please refer to the above list of accounts to understand the scenarios.

1. **Scenario 1 – Student1 and Student2:**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>State/Province (required)</td>
<td>District (required)</td>
<td>School (required)</td>
<td>Teacher (required)</td>
<td>Student ID Number (required - any format)</td>
<td>Last Name (required)</td>
</tr>
<tr>
<td>New York</td>
<td>DistrictABC</td>
<td>School1</td>
<td>John Smith</td>
<td>111</td>
<td>Student1</td>
</tr>
<tr>
<td>New York</td>
<td>DistrictABC</td>
<td>School1</td>
<td>John Smith</td>
<td>111</td>
<td>Student2</td>
</tr>
</tbody>
</table>

During upload of this record, the system checks for a user with the name of John Smith under the DistrictABC client hierarchy. Since the John Smith account exists, Student1’s and Student2’s test requests will be uploaded under the John Smith user and he will have access to them when he logs in. Additionally, users that log in to the School1 account (the parent account of John Smith’s account), the French sub-account of the
School1 account, and the DistrictABC account (the parent account of the School1 account) will also have access to these tests and their data.

2. Scenario 2 – Student3:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>State/Province</td>
<td>District</td>
<td>School (required)</td>
<td>Teacher (required)</td>
<td>Student ID Number</td>
</tr>
<tr>
<td></td>
<td>(required)</td>
<td>(required)</td>
<td></td>
<td></td>
<td>(required - any format)</td>
</tr>
<tr>
<td>New York</td>
<td>DistrictABC</td>
<td>School1</td>
<td>Jonathan Smith</td>
<td>111 Student3</td>
<td></td>
</tr>
</tbody>
</table>

During upload of this record, the system checks for a user named Jonathan Smith, which represents a varied way of expressing John Smith’s name (the teacher from Scenario 1). Since in our example of an account structure, Jonathan Smith does not exist (only John Smith), the system will move one level up and attempt to locate the School1 account. Since the School1 account exists, the test record will be uploaded under the School1 account and client users at that account level will have access to the test. The test record will list Jonathan Smith as the teacher, even though there is no matching user within the account hierarchy.

However, John Smith, as a user within the French sub-account of School1, will not have access to the test ordered for Student3, since his name was not accurately matched to the way it appears on the Client Site. As a result, a user at the DistrictABC or School1 level will have to provide him with Student3’s login information, test scores, etc. This scenario illustrates the importance of inputting the names of teachers into the Excel upload exactly as they appear within our system in order for them to be correctly matched with their associated students.

3. Scenario 3 – Student4:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>State/Province</td>
<td>District</td>
<td>School (required)</td>
<td>Teacher (required)</td>
<td>Student ID Number</td>
</tr>
<tr>
<td></td>
<td>(required)</td>
<td>(required)</td>
<td></td>
<td></td>
<td>(required - any format)</td>
</tr>
<tr>
<td>New York</td>
<td>DistrictABC</td>
<td>SchoolABC</td>
<td>Jonathan Smith</td>
<td>111 Student4</td>
<td></td>
</tr>
</tbody>
</table>

During upload of this record, the system checks for an account named Jonathan Smith. Since a Jonathan Smith account does not exist, the system will go up one level and check for the account named SchoolABC. Again, SchoolABC does not exist, so it moves further up to the district level and checks for an account named DistrictABC. Since we have an account DistrictABC, this test is created under account DistrictABC and users with access to the DistrictABC account will have access to the test. Users at the School1 or School2 account levels or their sub-accounts will not have access to this test, nor will teacher John Smith. This scenario illustrates that when the Teacher and School information you enter in the Excel upload doesn’t match exactly with the sub-accounts established within LTI’s system, the tests will be ordered and available at the lowest account level within the hierarchy at which the system finds matching information. In this case, that’s at the DistrictABC level.
4. Scenario 4 – Student5:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>State/Province (required)</td>
<td>District (required)</td>
<td>School (required)</td>
<td>Teacher (required)</td>
<td>Student ID Number (required - any format)</td>
<td>Last Name (required)</td>
</tr>
<tr>
<td>New York</td>
<td>DistrictCDE</td>
<td>Sch1</td>
<td>Jonathan Smith</td>
<td>I11 Student5</td>
<td></td>
</tr>
</tbody>
</table>

During upload of this record, the system checks for an account Jonathan Smith, which does not exist. It then tries to check for a school named Sch1, again not found in the system. It then tries a level up, looking for a DistrictCDE account, but this account also does not exist. Since it failed to match any names provided in the Teacher, School, and District columns, it uploads the test directly into the account in which the requesting user is logged in. That test will reside within the account of the requesting user and be accessible by that user and users of any parent accounts above it in the hierarchy.

Testing Accommodations

LTI and ACTFL are committed to equity and accessibility and will meet requests for testing accommodations for those learners with a documented need upon request. Please note the following details:

- AAPPL is WCAG 2.0 compliant and includes a number of built in features to promote accessibility for testing candidates with diverse needs. No accommodations requests need to be made for the embedded accessibility features listed here, which are available for all students:
  - Screen reader compatibility with alt-descriptions for all images
  - Keyboard navigation
  - Color control
  - Font size customization
  - Magnification

- Other testing accommodations are available upon request. At least 10 business days before the desired test date, all AAPPL components should be ordered for the learner for whom accommodations are to be requested. Then, the accommodation request may be submitted using this secure form so that learners’ Personally Identifiable Information (PII) is not transmitted by email. Commonly requested accommodations include:
  - Closed captioning
  - Unlimited viewing
  - Extended Testing Time for the ILS component (time and one-half or double time)
    - This only applies to the ILS component as the PW, IL, and IR are not timed.

- The online form will allow you to submit requests for individual learners or also for multiple learners in a single request. Please follow the on-screen instructions while completing the form.
• There is also a space in the online form to detail any accommodations that are not listed above but that might be required for a learner.
• Accommodations must **only** be requested for learners who have a documented need. Your school or district is responsible for ensuring that appropriate documentation is on file for each learner for whom accommodations are requested. LTI does NOT require that documentation be submitted to us directly but instead entrusts teachers, schools, and districts with ensuring that accommodations requests are based on acceptable supporting documentation.
• It takes up to ten business days (excluding weekends and US holidays) to process requests for AAPPL accommodations once you submit the form above.
• You will receive an email confirming the accommodations enabled for the learner. Alternatively, you will be informed in writing if the request cannot be met.
• You can view the status of your AAPPL accommodations requests in the Accommodations Status module of the Client Site.

**Retest Policy**

**Retests:** The AAPPL test registration system automatically processes requests for retests according to ACTFL’s retest policy. If you attempt to order retests that are outside of what is permitted by the policy, an error message will be displayed with further instructions.

ACTFL’s retest policy allows learners to take the AAPPL once every 90 days. Learners may retest once within that 90-day window as long as the same test form is used (Form A/B/E). Retesting with a different test form is only allowed under limited circumstances and requires approval.

**Client Site User Maintenance**

Here’s a video tutorial about the Client Site **User Maintenance features**. To add, edit and/or delete users, go to the **User Maintenance** section of your Client Site.
1. To edit an existing user, select the **Account** or **Sub-account** in which you would like to make changes and click **View Users** to see all the users under that account.
2. Select the specific user you’d like to make changes to under that account name and click **Edit User**.

3. The user information will appear, and you will be able to edit the areas you wish to change. In addition to editing the user information, you will also be able to make a user inactive (or active). Make sure you click **Save** after making any changes.
4. To create a new user under that account, select the account name and click **Create User**.

Then, fill out the new user’s information and select the modules you would like them to have available within their Client Site login. Once this information has been completed click **Save**.

Please note that you will have to create a username for the new user, and then the system will generate a password that is emailed directly to the email account you entered for that new user. Users will be prompted to change the password the first time they log in.
Setting Up Sub-Accounts within Sub-Accounts

If you need multiple people to have access to the data within a sub-account, you can set up sub-accounts within sub-accounts. As explained above, a district may have each of its schools set up as a sub-account which may in turn have sub-accounts corresponding to their languages, courses, levels, etc. Then, users are configured within the sub-accounts connected to their languages or levels. Here is an example:

- DistrictABC
  - School1
    - French
      - John Smith
  - School2
    - Spanish
      - Jane Doe

In the example above, the administrator for School1, orders AAPPL tests on behalf of all School1 users, but needs for testing coordinators or teachers within the school to have access to their
students’ Score Reports, test log in information, etc. By setting up language or level-specific sub-accounts under the **School1** sub-account (of **DistrictABC**), users within those sub-accounts will be able to access the information that corresponds to them on the Client Site.

With a structure like this one, the coordinator for French will be able to log in to the **French** sub-account of **School1** and see the test data for all users that are created within the sub-account, for example teachers or testing personnel.

1. **Click Create New Sub-account.**

2. Choose the parent sub-account under which you wish to add the new child sub-account.

3. Add the contact information, create a login name, and choose the test components.
Canceling a Scheduled Test

To cancel an AAPPL test that has already been scheduled, follow these steps:

1. Check out this video tutorial.
2. Log in to your Client Site account at languagetesting.com/client.
3. Click the AAPPL Test Status menu on the left side of your Client Site home page.
4. To search for a record, select the Year range (the default selection includes 1/1/2019 through the present date), then enter the dates for your search and click the Search button.

5. After the record appears on your screen, use the scroll bar at the bottom of the window containing the student’s information, and scroll all the way to the right. Under Options, click the link to Cancel Test. Please see the screenshot below.
6. Click **Yes** to update the record.

7. A pop up will appear to confirm the cancellation; once you click **OK**, you will also receive an email notification.

---

**Important Notes about Student Login Credentials**

» Student login information must be considered secure testing materials and should be handled confidentially.

» Student login credentials will expire after 6 months if unused.

» **Auto-Submit Feature:** When a learner starts working on an AAPPL component but does not click the **Submit** button, those individual AAPPL components will be automatically moved to completion **14 days after they are first accessed by the learner**. Please note that this will be handled for each AAPPL component individually, not for the test as a whole; only those components that have been accessed by the student will be **auto-submitted after 14 days**. Any components that have not been accessed by the learner will remain available to take in the future.

Those components that have sufficient responses will be rated. If incomplete components with only minimal learner responses are automatically submitted, they will be scored as Unratable (UR) and your account will not be charged. In the case of UR scores, a new component will automatically be generated for the system so that you can conveniently retest the student. You can find the new login information by following the same steps outlined in this section.
Printing Student Testing Labels

On the Client Site, you can print students’ test login information to distribute on test day. This same feature can also be used to distribute login information for Parent/Guardian and Computer Proctored tests, but you should refer to the documentation specific to each of those proctoring modes for details. These testing tickets include the following: student name, student ID number, language being tested, their AAPPL Username and Password, and the link to take the AAPPL.

![Example Testing Ticket]

Please follow these steps to access and print testing labels, noting that there are links to specific instructions for Parent/Guardian and Computer Proctoring in the Additional Documentation section of this guide.

1. Here’s a link to a video tutorial about printing student login information.
2. Within your Client Site account, click AAPPL Test Status. Then, enter your testing date range and click Search.

![Screenshot of AAPPL Test Status]

3. Click Print Labels (Tests Not Started) to access and print your student login information. Please note that pop-up blockers must be disabled on the Client Site for printing to work correctly. Please see the screenshot below.
Accessing Students’ Test Scores, Score Reports, and Certificates

Rating Turnaround Times:

» The Interpretive Reading (IR) and Interpretive Listening (IL) test modes are machine-scored. **New scores are processed and posted to the LTI Client Site daily at 10pm ET and generally by no later than one day after a test is administered (Computer-Proctored tests are held for up to 7 days pending review of the proctoring footage).**

» The Interpersonal Listening & Speaking (ILS) and Presentational Writing (PW) test modes are scored by ACTFL-certified human raters and are generally available within two weeks of test administration.

» Due to testing volume and rater availability for certain languages (particularly Italian, Japanese, Portuguese, and Spanish), additional rating time may be required, especially during the heavy testing window in March, April, and May. While most ratings will be released within two weeks, please allow up to three weeks for ratings in those languages.

Viewing Students’ AAPPL Scores and Accessing ILS and PW Responses

1. The scores for each AAPPL component your students take are made available indefinitely on the LTI Client Site. Additionally, for 60 days after the ILS and PW components are taken, you can listen to/view learners’ responses to the prompts. Please see below for detailed
instructions on how to access your learners’ scores and responses.

2. Here’s a video tutorial on how to view scores and reports.

3. After logging into the Client Site, click the AAPPL Test Status menu at left.

4. Enter the date range for the student scores and/or ILS/PW responses you’d like to access.

5. Your students’ scores on each AAPPL component will be displayed, as well as other details that you can select in the Show/Hide Columns area of the screen. Please see the following screenshot for more details about what you can do on this screen.

Please note that, while you are encouraged to review your learners’ ILS and PW responses, as a test security measure, ACTFL and LTI do not permit copying, reproducing, or downloading AAPPL responses from the Client Site.
Printing Score Reports and Certificates

1. Once logged into the **Client Site**, click the **Print Certificates** menu item at left. Search by student names or testing dates. Please see the screenshot on the following page.

2. Select the student(s) whose reports or certificates you want to print and click **Get Certificate(s)** or **Get Score Report(s)**. If you would like an explanatory cover sheet of the AAPPL rating scale to print as the front/back on each Score Report, check the corresponding box.

AAPPL Rating Reviews
Please see Appendix I for details about the new automated process for requesting AAPPL Rating Reviews and viewing the status and results of your requests.

**AAPPL Reports**

Both the [AAPPL School Report](#) and [AAPPL National Report](#) are enabled for all Client Site account holders. Additional reports are available for account administrators only. For more information, account administrators should contact their LTI representative. This tutorial video covers the [AAPPL School and National Reports](#).

**The AAPPL School Report**

» Teachers can see the performance of their own class(es) by a customized time period, by language, and comparing performance by Grade, Grade Level, Years of Study, or Type of Instruction.

» School administrators can examine student performances in aggregate within a specific time period and by language; the report also allows for observation of performance by Grade Level, Years of Study, or Type of Instruction.

» Please see the sample report below.
The AAPPL National Report

» When looking at the National Report, the national average is represented by the orange dot within the graph.

» It offers teachers the same report functionality as the AAPPL School Report, with the national average performance of the same profile of students represented.

» It offers school administrators the same report functionality as the AAPPL School Report, with the national average performance of the same profile of students represented.
As a best practice when selecting filters, choose the type of instruction you wish to observe. This will ensure that the national report data represent the same instructional model as your students.
Additional Documentation

Please see the links below for detailed documentation on specific AAPPL-related questions, policies, and functionalities.

<table>
<thead>
<tr>
<th><strong>AAPPL Topics for Forms A and B</strong></th>
<th>Overview of topics in the AAPPL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AAPPL Topics for Form E</strong></td>
<td>Overview of topics in the AAPPL</td>
</tr>
<tr>
<td><strong>AAPPL Tasks</strong></td>
<td>Table of tasks for each communication mode by proficiency level</td>
</tr>
<tr>
<td><strong>AAPPL Testing and Proctoring Guide</strong></td>
<td>Detailed step-by-step guide to administering the AAPPL in school</td>
</tr>
<tr>
<td><strong>Guide to Out of School Testing for Schools</strong></td>
<td>Detailed guide for schools looking to test their students outside of school</td>
</tr>
<tr>
<td><strong>Parent/Guardian Proctoring Guide</strong></td>
<td>Instructions for proctoring outside of school under the supervision of a parent/guardian</td>
</tr>
<tr>
<td><strong>Computer Proctoring Guide for Teachers</strong></td>
<td>Detailed instructions for teachers using our AI-based Computer Proctoring</td>
</tr>
<tr>
<td><strong>Computer Proctoring Guide for Students</strong></td>
<td>Detailed instructions for students using our AI-based Computer Proctoring</td>
</tr>
<tr>
<td><strong>Score Report</strong></td>
<td>Sample AAPPL Score Report</td>
</tr>
</tbody>
</table>

Technical Specifications

The AAPPL may be taken on any computer or tablet that meets the following specifications:
» Computer:
  o Operating System: Windows 8.1, 10, or 11
  o Browser: We recommend running the latest supported browser on your platform.
    ▪ Windows: Microsoft Edge, Chrome (please see the special instructions below), Firefox, and Opera. Please note that Internet Explorer is not a supported browser.
    ▪ Mac OS: Chrome, Firefox, and Safari
    ▪ Chrome OS: Chrome
  o Audio: During the AAPPL test, a series of audio/video prompts will play. Your computer must be able to play audio/video files.
  o Resolution: 1024×768 or higher
» Tablet:
  o Operating System: Any tablet capable of running Chrome v65, Chrome Dev v65 or iOS Safari v11 is sufficient.
  o iPad users may need to take specific steps to configure their microphones for the test. Please refer to the AAPPL Testing and Proctoring Guide for complete troubleshooting instructions.
  o Browser: We recommend running the latest supported browser on your platform.
    ▪ Android: Chrome (please see the special instructions below)
    ▪ iOS: Safari
» Network:
  o An internet connection is required. We strongly recommend a wired internet connection instead of wireless for desktop or laptop computers. Technically, we require:
    ▪ 768 kbps minimum port speed
    ▪ Approx. 200 kbps sustainable free bandwidth required per test candidate
    ▪ Minimum bandwidth should be more than 1,000 kbps.
    ▪ Any reasonably fast connection will work.
» Headset or Speaker:
  o The ability to play audio and respond via a microphone is required.
  o A good quality digital USB headset with microphone is recommended.
  o Units with noise cancellation are suggested for noisy environments.
» Video:
  o You must be able to view videos to complete the assessment.
» Special Instructions for Chrome Browser Users:
  o Due to a recent update to the Chrome browser, it is now necessary for all test-takers who wish to use Chrome to complete a System Check immediately before taking their test in order to confirm that Live Caption is not enabled.
  o If Live Caption is enabled, the System Check will alert the candidate that they should contact their teacher or proctor who will then provide instructions to disable the feature in Chrome or change to another browser for testing if available. It is extremely important that all test-takers complete the System Check and disable Live Caption if needed, as leaving captioning enabled may affect their test scores.
  o Please see this document for details regarding Chrome Live Caption, including instructions for assisting your students in disabling it if necessary.
Keyboard Support for Special Characters

For the Presentational Writing (PW) component only, computers and tablets must be set up to permit candidates to type in the target language. This should be done well in advance of testing and you should have students practice typing in the language using the AAPPL Demos.

» AAPPL will use any language keyboard input your school uses for instruction, except pop-up, on-screen keyboards.
» For French, German, Italian, Portuguese, and Spanish, on-screen special character support is provided wherever students will be entering text. No additional set-up is required.

» Students taking the PW component on a Windows-based computer may also use ALT codes, as described here, if that’s preferable.
» For Arabic, Chinese (Mandarin), Japanese, Korean, and Russian, language-specific keyboard layouts must be set up. (Similarly, they may be used, as well, for French, German, Italian, Portuguese, and Spanish, if desired.) Select the operating system for the device being used and follow the directions provided to complete the set-up: Windows 11, Windows 10, Windows 8.1, Chromebook, macOS, iPadOS. For Android tablets, consult your device’s online support to determine how to change keyboard input settings.
» Note: Transliteration keyboards of any kind are not acceptable forms of input on ACTFL assessments.

AAPPL and iPads: Recommendations before and During Testing

Students testing in school or out of school with Parent/Guardian proctoring may use an AAPPL iPad to take their assessment. In this section, we will cover special considerations for testing with AAPPL iPads.
iPad Best Practices

» Use Safari when taking the AAPPL (Chrome may be used as an alternative if you encounter issues with Safari).
» If issues arise, clear the Safari browsing history by going to Settings > Safari and tapping Clear History and Website Data.
» Close all other tabs within Safari.
» Ensure a connection to the nearest, strongest Wi-Fi network.

Taking the AAPPL Presentational Writing (PW) on an iPad

All iPad users should prepare to take the AAPPL PW by visiting the Demo test for their language and practicing typing in it.

While completing the PW component, students may find that they are logged out of the assessment after tapping the Next button to move from one writing task to the next one. Should this occur, students should simply log back in to the assessment with their AAPPL login credentials, as the system will have saved their responses and they can resume testing where they left off.

To prevent students from being logged out of the test in this way, they should tap anywhere on the AAPPL test screen outside of the text box where they have entered their response before tapping the Next button. Before tapping the Next button, tap anywhere except the area in the red box in the screenshot below.

In other words, students can tap on any of the areas of the screen shown below before tapping the Next button.
Running the System Check and Setting up the Microphone

Need help? Email AAPPLHelp@languagetesting.com or call during regular business hours (Monday-Friday, 8am – 7pm Eastern Time) at (914) 963-7110, option 1.

Revised: 4/11/2023
Apple’s iOS updates often include changes to privacy policies and settings that are designed to protect your devices and data. As a result of these periodic updates, AAPPL iPad users should troubleshoot their microphone settings just before testing begins to ensure a smooth testing experience.

» Using Safari, run the System Check at aappl2.actfltesting.org/systemcheck.
» Tap Start Recording to begin the microphone check.

- Safari will request access to your microphone. Tap Allow.

- The microphone will become active. This means you will hear a beep and see the red microphone icon in the Safari address bar at top left. At this point, you should speak for 5–10 seconds so that the system can detect adequate volume and diagnose any issues with the
microphone.

» Once you have spoken for 5–10 seconds, tap Stop Recording.

![Stop Recording and Play Recording buttons](image)

» Tap Play Recording and listen. If recording was successful, tap Yes.

![Recording success prompt](image)

» The microphone on this iPad is now ready for AAPPL testing.

**Configuring the Default Microphone Settings**

If the iPad will be used for multiple users or testing sessions, you can establish default microphone settings in Safari by following these steps.

» In Safari, tap the AA symbol at top left next to the address bar.

![AA symbol in Safari](image)

» Tap Website Settings.

![Website Settings option](image)
Then tap **Microphone** to open the microphone settings menu.

Change from **Ask** to **Allow**.
Go to the iPad's **Settings**. Click **Safari** and then **Microphone**.

Be sure that default access is set to **Allow** while on the AAPPL testing site.
FAQs: Troubleshooting the AAPPL Student Registration Process

If you attempt to upload your AAPPL Student Registration Template and see an error message stating that “Your template cannot have more than 23 columns.”

In Excel:

By default, the Excel file that you download from the Client Site to fill in with your AAPPL Test Request data has no data entered to the right of Column W: Custom Field 3. Please do not add any additional columns to the sheet or enter any data to the right of Column W. If you do so, you will see this error message, which means that your Excel template has extra columns added to it or data entered to the right of Column W. The system can only accept an Excel sheet with data entered between Columns A and W. This is how to fix it.

- There should be no data entered to the right of Column W: **Custom Field 3**. To clear any data entered, click the X at the top of Column X and drag to the right with your mouse to highlight columns X through AO.
- Now there should be a large area of highlighted cells. Delete them by pressing the Delete key on your keyboard. You can also delete them by right clicking on your mouse and selecting **Delete** in the pop up menu.
- Save the Excel with the deleted columns. Then, return to the Client Site to reattempt your upload.
- Please see the screenshot below.
In Google Sheets:

By default, the Google Sheet that you will make a copy of to fill in with your AAPPL Test Request data has exactly 23 columns, with W being the last column. Please do not add any columns to the sheet.

If you do accidentally add columns to the sheet to the right of Column W, you will need to delete those columns for the upload to work correctly.

- Click the header (letter X) and then drag to the right to highlight any additional columns beyond Column W.

- Now there should be an area of highlighted cells. Right click with your mouse and select “Delete columns...”
• Column W should be the last column on the right.

• Follow the steps outlined above in the Ordering with Google Sheets section to download the file and upload it to the Client site with the required number of columns.

Appendix I: AAPPL Rating Reviews

1. What is a Rating Review?

In certain cases, you may wish to request that a learner's AAPPL score on the Interpersonal Listening and Speaking (ILS) or Presentational Writing (PW) component(s) be reviewed by additional ACTFL-certified rater(s) in order to confirm the accuracy of the score(s). When you request a Rating Review through the LTI Client Site, the component(s) for which the Rating Review is requested will be assigned to additional ACTFL-certified rater(s) in the language for them to review independently and blindly (meaning that they rate the test without knowledge of the previous score issued).

The test component(s) will be reviewed within 10 business days in most cases, and you will receive a confirmation email once the review is complete. If the test rating is changed as a
result of a Rating Review, the test score and certificate will be updated accordingly on the AAPPL Test Status page of the LTI Client Site.

2. What’s new with AAPPL Rating Reviews?

Starting in January, 2023, LTI is offering a seamless online flow for you to request Rating Reviews through the AAPPL Test Status menu on the LTI Client Site. Please see the step by step instructions later in this document for details on how this new workflow looks and works.

These are some of the key benefits of the new flow:

- Protecting test-takers' Personally Identifiable Information (PII) is important to LTI. As part of our Children's Online Privacy Protection Act (COPPA) compliance, we avoid the sending of student PII by email or through other methods that are not secured and encrypted. In 2022, LTI became PRIVO Kids Privacy Assured COPPA Safe Harbor certified. This new workflow is that it protects students' PII by keeping their information within LTI's secure systems. This helps us to uphold the high standards of our Safe Harbor certification. As a result, we are no longer accepting requests for AAPPL Rating Reviews by email and are excited to offer a more secure and traceable method of handling these requests.
- Adding this functionality to the LTI Client Site makes it easier for you to request Rating Reviews, track the status of your requests, and receive a final report once the review is complete, all within the Client Site. This is an important improvement to the user experience.

3. Is there a charge for AAPPL Rating Reviews?

AAPPL Rating Reviews are currently a complimentary service that LTI provides when a teacher, school, or district reviews specific students' AAPPL PW and/or ILS responses and wishes for their scores to be reviewed by additional ACTFL-certified rater(s). This service is not intended to be ordered for a large volume of tests, for all tests that receive a certain score, for all students in a given class, etc. Rather, AAPPL Rating Reviews are offered when you have reviewed a student's submitted responses and feel that they may not be consistent with the final rating reported.

While there is presently no charge for AAPPL Rating Reviews, you may only request Rating Reviews for a maximum of 10% of the tests taken under your account within the past 365 days. This is due to the fact that LTI incurs a cost when additional ACTFL-certified raters are requested to review learners' ILS and/or PW components. We are glad to provide AAPPL Rating Reviews in the quantities and under the circumstances for which they are intended and thank you for understanding the limitations in place.

4. How long does it take for an AAPPL Rating Review to be completed?
Rating Reviews will be completed within 10 business days in most cases, and you will receive a confirmation email to let you know that the results of the review are available on the Client Site. Please note that during peak testing times in March-early June, Rating Reviews may take longer for certain languages to ensure on-time delivery of ratings for all tests.

5. How do I request a Rating Review?

Log in to your LTI Client Site and click the AAPPL Test Status module.

Within the AAPPL Test Status Module, search for the date range for the AAPPL components that you would like to have reviewed. Select your date range using the From and To boxes, and then click Search. Please note that the default dates in the selection boxes include the previous 90 days.

The search results will load, showing you a list of all AAPPL tests in your account within the selected date range. For tests that have been completed and rated, you'll see your students' scores listed by First and Last Name and can click the speaker and pen and paper icons (as shown below) to access their responses if the ILS and PW components were taken within the last 60 days. Learners' responses for the ILS and PW components are removed from the Client Site after 60 days as a means of protecting the integrity of the testing process as required by ACTFL policy.

Before requesting an AAPPL Rating Review for an ILS or PW component, please be sure to
review the responses and only proceed with the request if you feel that the rating received is not consistent with the learner’s written and/or spoken responses while taking the test. You should **not** request an AAPPL Rating Review under the following circumstances:

- There were no responses entered by the test-taker, whether written or spoken.
- The test-taker responded in English for an AAPPL test that targets a different language.
- You think the test-taker should have received a different score because their daily language production in the classroom is different from their production on the test. AAPPL scores are based solely on the test-taker's demonstrated language ability while taking the test.

Scroll to the right in the search results in order to access the **Options** column. To request a Rating Review, click **Request RR**.

A pop-up window will open, requiring that you select the AAPPL component (ILS and/or PW) for which you’d like to request the review and the reason for the request.
Once you click **Submit Request**, you will need to click **Yes** on the confirmation pop up to proceed with your request. Once you do so, your requested Rating Review will begin processing.

6. **How can I view the status of my AAPPL Rating Review request(s)?**

You can view the current status of your Rating Review request(s) by clicking **View RR** in the **Options** column of the **AAPPL Test Status** page. The **View Rating Review and Diagnostic Comments Requests** screen will open. Select the date range for the request(s) that you would like to view or enter the First and Last Name of the student whose review(s) you would like to view. Then, click **Search**.
You will then be able to see the status of your requested reviews in the **Status** column. Please note the following about the available statuses.

- **New** status indicates that the request was recently entered and has not yet been assigned to a rater for review. You can click **Cancel** to cancel requests that are still in **New** status.
- **Processing** status refers to requests that are currently being reviewed by ACTFL-certified rater(s). Since the review has begun and the test has already been assigned for review, the **Cancel** option will no longer be available in the **Options** column.
- **Completed** status is shown for completed Rating Review requests. Click **View Report** in the **Options** column to open the PDF report that either confirms or changes the AAPPL rating based on the review. If the rating is changed, the new rating will also show up on the **AAPPL Test Status** page and the learner’s certificate will automatically be updated to reflect the new rating.
- **Cancelled** status is displayed when a Rating Review request is cancelled by the user. You can click **Undo Cancel** in the **Options** column if you wish to undo the cancellation and reinitiate the Rating Review request. If you reinitiate a cancelled request, the process will start over and the Rating Review will take up to 10 business days to complete from the time that **Undo Cancel** is clicked (in most cases).

7. **How can I cancel my AAPPL Rating Review request once it has been submitted?**

For a limited time after a request for an AAPPL Rating Review is submitted, you may be able to cancel the request if you made it in error or if it is no longer needed. To do so, click **View RR** for any AAPPL test listed within the **AAPPL Test Status** page under the **Options** column. This will take you to the Rating Review status page. Note that you may need to scroll to the right to access the **Options** column.
The **View Rating Reviews and Diagnostic Comments** screen will load. You can click **Search** to pull up all requests made in the last 90 days or enter a specific date range or test-taker's First Name and Last Name as search criteria.

After you click **Search**, the list of Rating Reviews requested under your account will load on the page. Any requests that are in **New** status may be cancelled by clicking the **Cancel** link in the **Options** column.

Requests may only be cancelled up until the point at which the review is assigned to an ACTFL-certified AAPPL rater. Requests that are in **New** status can be cancelled. Once the status changes to **Processing**, requests can no longer be cancelled because this means that a rater has begun to review the test or component.
If you cancel a request for a rating review for an AAPPL component and later wish to request that review again, you will need to click View RR to go to the View Rating Review and Diagnostic Comments Requested screen shown above. Search for the test that you would like to reinitiate the request for and click Undo Cancel. That will restart the request, which should show in New status again and will take up to 10 business days (in most cases) to complete.

8. What will I receive when the Rating Review is complete?

You will receive a notification email to let you know that you should log in to the LTI Client Site to review the results of the Rating Review. Please note that, in order to protect learners’ personally identifiable information (PII), we do not send test or Rating Review results by email. Instead, an email notification will let you know when the report is ready for you to review on the secure LTI Client Site.

For each AAPPL component for which a Rating Review is requested, a report will be provided that confirms or changes the rating. Please see the screenshot of a sample report below.

9. Why don’t I see the option to request AAPPL Rating Reviews on the AAPPL Test Status screen?

If you don’t see the Request RR option in the Options column of the AAPPL Test Status page for AAPPL tests that are completed and rated, it may mean that the feature is not currently enabled for your account and/or user. To request activation of the feature, please email aapplhelp@languagetesting.com with the subject line “Please add AAPPL Rating Reviews to my
account.” LTI will then proceed to activate this feature for your account and/or user.

10. Why can’t I request Rating Reviews for the Interpretive Listening (IL) and Interpretive Reading (IR) AAPPL components? And the ACTFL Latin Interpretive Reading (ALIRA)?

Rating Reviews are only available for human-rated test components. The ratings for the AAPPL Interpretive Listening (IL) and Interpretive Reading (IR) components and for the ALIRA are generated by an algorithm that was carefully developed to hone in on the student’s ability to comprehend spoken and written passages in the target language. The IL/IR test scoring process has been independently reviewed and confirmed to issue valid and reliable ratings. Given that these ratings are based on the mathematical calculation programmed into the algorithm, final ratings are not reviewable since a review would always produce the same results.