



AAPPL PROCTORING GUIDE FOR SCHOOLS AND TEACHERS

Welcome to the AAPPL! This document includes detailed instructions to help you and your learners prepare for taking the AAPPL in school. Please refer to this step-by-step testing and proctoring guide as well as the resources linked to within it before, during, and after testing with the AAPPL.

NOTE: Specific Parent/Guardian and Computer Proctoring guides are on our [Out of School Testing page](#).

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[QUICK LINKS TO OTHER AAPPL RESOURCES CAN BE FOUND IN THE AAPPL RESOURCE HUB.](#)





2-3 Weeks Before Testing

All learners taking the AAPPL will need a computer (laptop or desktop) or tablet with internet access, a working headset and microphone. For certain tests, a working camera may also be needed.

School Test Coordinators and IT Staff

- ❖ Review the [Technical Requirements](#) for delivering the AAPPL and ensure that all devices meet them.
- ❖ Get familiar with [the Security Features](#) used to ensure testing security.
- ❖ Set up and test the headsets and microphones that will be used on test day.
- ❖ Conduct a [System Check](#) on all devices that will be used to administer the AAPPL.
 - » **NOTE:** If you are administering the ASL AAPPL:
 - Conduct the [ASL accessible System Check](#),
 - Refer to [this guide to prepare your environment](#) for video capture
- ❖ Confirm that devices are [set up for typing](#) in the language if students will be taking the AAPPL Presentational Writing (PW) Component.
- ❖ Verify that browser extensions which provide translation and grammar assistance are not running on testing devices. If installed, they should be disabled before testing begins. This includes, but is not limited to, **Live Caption, Google Translate and Grammarly.**

Keyboard Set Up for Presentational Writing

For the Presentational Writing (PW) component, computers and tablets must allow typing in the target language. Set up should be done well in advance of testing, and learners should practice typing in the language using the [AAPPL Demos](#).

- ❖ In the AAPPL Demo, have learners type several sentences with varied special characters to ensure everything displays correctly.
- ❖ AAPPL will use any language keyboard input your school uses for instruction.
- ❖ Keyboard stickers/overlays showing key-to-character mappings in the test language are allowed.
- ❖ Windows ALT codes as described [on this webpage](#) are allowed.
- ❖ Pop-up and on-screen keyboards are **not allowed**.
- ❖ Transliteration keyboards of any kind are **not acceptable** forms of input on ACTFL assessments.

ADDITIONAL RESOURCE: Refer to [this comprehensive guide](#) to support setting up language specific keyboards for Arabic, Chinese (Mandarin), Japanese, Korean, and Russian.

Chrome Browser Specific Instructions

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 each testing session to confirm that Live Caption is disabled; leaving captioning enabled may affect their test scores.

- ❖ If Live Caption is enabled, the System Check will alert the test taker 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.
- ❖ Please [see this document](#) for details regarding Chrome Live Caption, including instructions for assisting your students in disabling it if necessary.
- ❖ Google Translate: Make sure that the Google Translate browser extension is not running on testing devices. If installed, it should be disabled before testing begins.



Teachers and Students

- ❖ **PREVIEW THE TEST:** Watch the [Test-Taking Tips videos](#) and complete the [Demos](#). These links are COPPA-compliant: they don't track visitors, don't collect PII, and don't link to pages that do.
 - » The extended demo is available on the Client Site. If you can't access it, contact your school/district account administrator.
- ❖ **TEST THE SETUP:** Have students run the demos in the actual testing room to check bandwidth when many learners stream media at once.
- ❖ **PRACTICE PW TYPING:** For Presentational Writing (PW), have students practice typing in the target language using the PW demo. [Configure keyboards as described above](#); early practice improves outcomes.
- ❖ **PLAN CONTENT & SEQUENCE** Review the [Tasks & Topics page](#). Decide the order for IL, IR, PW, and ILS and build it into your schedule.
- ❖ Components are untimed. Expect ~30–40 minutes each; PW may take up to 60 minutes.

1-3 Days Before Testing

School Test Coordinator and IT Staff

- ❖ Run the [System Check](#) again to ensure all devices are compatible with the AAPPL to verify the headset and microphones are still properly configured.
- ❖ If you plan to use [Chrome browser](#) for testing is now required that you conduct one on each device **immediately prior to testing** to ensure that the Live Caption feature has not been enabled in the interim.
- ❖ Print the Student Testing Labels containing login credentials, then separate them into individual labels for each student.

Test Proctors

Proctors safeguard test integrity by preparing the room and devices, verifying identity and permitted materials, and monitoring continuously to protect privacy. Make sure that you are familiar with the established security features and have prepared an adequate testing environment.

AAPPL Testing Security Features

To ensure test security and that each learner's responses are genuine, ACTFL and LTI have put in place several test-security features. Many such features are “invisible” to learners; however, the following features are automatically disabled once you log into an ACTFL assessment. Proctors should not consider them to be a malfunction of learners' devices or of the AAPPL assessment.

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

Additionally, if learners leave the browser window on 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 where they left off within the assessment.



Preparing the Testing Space

You can set your learners up for a successful testing experience by following these guidelines for the testing space: The person administering the test should move around the room, if possible, to monitor the testing process.

- ❖ Testing should occur in a quiet room with minimal distractions and background noise.
- ❖ Ensure a secure testing environment. No papers, pens, pencils, notes, dictionaries, cell phones, cameras, or electronic devices should be allowed in the testing room.
- ❖ **FOR THE ASL AAPPL**, make sure that the space is [properly set up for video capture](#).
- ❖ Learners should not be able to see the screens of each other's devices while testing.
- ❖ When taking the ILS component, learners should have as much space between them as possible to reduce interference and background noise while simultaneously recording their voices.

To Begin Testing

Refer to the instructions above and ensure that a [System Check](#) is run on all devices immediately before accessing the test and that, through this process, you have confirmed that Live Caption is not enabled for test takers using Chrome.

- ❖ Ensure a secure testing environment.
- ❖ No papers, pens, pencils, notes, dictionaries, cell phones, cameras, or electronic devices should be allowed in the testing room.
- ❖ **FOR THE ASL AAPPL**, make sure that the space is [properly set up for video capture](#).
- ❖ Be sure that other applications are closed and that no other browser tabs are open.
- ❖ Distribute the Student Testing Labels.
 - » **NOTE:** These will need to be collected again at the end of the testing period and used on subsequent test days for the other components.
- ❖ Direct students to the URL provided on their testing labels to log in to the test:
<http://aappl2.actfltesting.org/>
- ❖ Guide students to the AAPPL component that you wish for them to work on during the testing session.

During Testing

- ❖ Actively monitor the room during testing to ensure that learners are not communicating with one another (verbally or via signing) or looking at each other's computer screens.
- ❖ Quietly help individual learners that need assistance with navigating through the test instructions or that have issues with their computers. **Do not help them answer any questions.**
- ❖ Encourage learners to zoom in to better see the details in photos included within the test. They can do so by holding the Ctrl key and pressing + and - to zoom in and out.
 - » Contact local IT if any technical assistance is required with a learners' computer. Contact LTI if local IT support cannot resolve an issue.
 - » If contacting LTI for technical assistance, please be prepared to provide:
 - The learner's AAPPL username
 - Any error messages encountered
 - Screenshots if possible.



- ❖ Should a computer freeze or the program close, simply sign the learner back into the test and restart it. The test will automatically resume from the point at which the learner was disconnected.
- ❖ At the end of the day’s testing period, collect the Learner Testing Tickets to ensure that learners cannot access the test outside of the proctored environment. The labels will be needed on subsequent test days.

The Interpersonal Listening and Speaking (ILS) or Interpersonal Interaction (II) Component

The AAPPL ILS and II components record learners’ responses by capturing speech or video. These recordings are scored by human raters. Certain factors, such as background noise or poor lighting, could interfere with the raters’ ability to score the tests, rendering them Not Ratable (NR). Ensure that a distraction free testing environment is maintained throughout the testing period.

- ❖ They should carefully check and confirm their microphones/webcams during the system check and repeat the check, if needed, to ensure their microphones/videos are working appropriately for clear audio/video capture.
 - » If applicable, students need not remove their masks to take the ILS component.
- ❖ The recording feature will start automatically immediately after the end of each prompt
- ❖ **ILS COMPONENT**- A volume bar visually indicates that sound is being captured.
 - » **II COMPONENT**- During the prompt, the video capture window will appear darker. Your recording will begin immediately after the prompt, and the lighting will appear lighter.
- ❖ **AAPPL FORM E** - **Proctors, please read the following required instructions to test takers:** You’re going to see a series of videos asking you questions and giving you things to talk about. At the end of the video, you’ll hear a beep. That beep signals that the test will now start recording your voice automatically, so you should begin talking.
- ❖ Prior to administering the ILS or II component, remind learners that recording inappropriate content- including the use of profanity, inappropriate signs, or communicating (verbally or via signing) with peers during testing- may result in their responses being Unratable.
- ❖ Check out this blog post: [Tips for Success on the AAPPL Interpersonal Listening and Speaking \(ILS\)](#)

The Presentational Writing (PW) Component

Some students tend to spend too much time writing one answer, and as a result, they run out of time to complete the test within the time that you allot for it. It is suggested that the proctor provide time checks to students to help them manage their time effectively.

- ❖ Check out this blog post: [Tips for Success on the AAPPL Presentational Writing.](#)

The Interpretive Listening & Reading (IL/IR) or Receptive Comprehension (RC) Components

- ❖ **PLEASE READ THE FOLLOWING REQUIRED INSTRUCTIONS TO STUDENTS:** In the Interpretive Listening, Interpretive Reading, and Receptive Comprehension components, there will be some items with four separate prompts and questions. You must answer all the questions before you can continue. You will not be able to return to a question once you move to the next one.
- ❖ Check out this blog post: [Tips for Success on the AAPPL Interpretive Reading and Interpretive Listening](#)





After Testing

Use this checklist to keep submissions moving and login materials secure. Follow the steps **after each component** and **after the final component**.

After Each Component

- ❖ Remind learners to click Submit to expedite rating.
- ❖ Any opened but unsubmitted component auto-submits 14 days after first access.
- ❖ Unopened components remain available.
- ❖ Components with sufficient responses will be rated.
- ❖ Components with minimal/incomplete responses due to technical issues will be rated UR (Unratable) and your account will not be charged. This component will be reissued with new login credentials for retesting and can be accessed in the **Test Status** module.
- ❖ Collect all Student Testing Labels before students leave; store them securely for future sessions.

After All Components Have Been Administered

After administering the last component, collect all Student Testing Labels and destroy them so that they cannot be used by anyone else.

Accessing Ratings and Reports

Once submitted, you can view each learner's scores in the **AAPPL Test Status** menu. Access to student data is limited to only the students for whom you are responsible. You can find out more information regarding [scores, reports, and certificates here](#).

ADDITIONAL RESOURCE: Video tutorial on [how to view scores and reports](#).

Rating Turnaround Times

- ❖ The Receptive Comprehension and Interpretive Reading and Listening 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 7-14 days pending review of the proctoring footage. Please note: computer proctoring is not available for ASL AAPPL.
- ❖ If an AAPPL test is issued an Unratable (UR) rating for any component, that component will automatically be reordered in the system the same night that the UR rating is issued. New login credentials (for only the mode for which the student received the UR rating) can be retrieved the following day on the Client Site to re-administer the test.
- ❖ The Interpersonal Listening & Speaking (ILS), Interpersonal Interaction (II), 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 - May. While most ratings will be released within two weeks, please allow up to three weeks for ratings in those languages.





Accessing Ratings & Responses

After logging into the Client Site, click the **AAPPL Test Status** menu on the left. Enter the date range for the student scores and/or ILS/II/PW responses you'd like to access. Here you can enable additional fields via Show/Hide Columns.

Test Status
You can view details of tests ordered, administered, and rated on your account. You can also export data to an Excel spreadsheet, and print login information for candidates.

Select criteria for your search

Year: **1/1/2019-present date**

From: 6/15/2025 To: 9/13/2025 **Search**

* Indicates required fields

Select the fields you want to display in the table below

Select all / Deselect all

School info

- State
- District
- School
- Teacher

Test Info

- Login Details
- Chinese Language Style
- Test Form
- Score Report

Student info

- School's Student ID
- Gender
- Grade
- Grade Level
- Year of Study
- Type of Instruction
- Relationship To Language
- Additional Information

Custom Fields

- Custom Field 1 (optional)
- Custom Field 2 (optional)
- Custom Field 3 (optional)

Show Tests Not Started **Show Tests Completed** **Show Tests In Progress** **Show Labels (Tests Not Started)**

View learner scores for each component

Language	Interpersonal ILS - Listening & Speaking II - ASL Interaction	Presentational PW - Writing	Interpretive IL - Listening RC - ASL Comprehension	Interpretive IR - Reading	Options	Login Details
ASL	Not Started	N/A	Below N4	N/A	Cancel Test	Username: R44 Password: U56
ASL	Completed	I1				Username: B47 Password: C44
Portuguese	UR	Completed			Request RR	Username: V41 Password: Q90
Portuguese	UR	Not Started			Cancel Test Request RR	Username: R47 Password: Q52
ASL	N4	N/A			Request RR	Username: B47 Password: R79
ASL	Not Started	N/A	Below N1	N/A	Cancel Test	Username: S47 Password: Q26
ASL	Not Started	N/A	UR	N/A	Cancel Test	Username: G47 Password: A73

Records per page: 50 1566 items in 32 pages

- ❖ After all components have been rated, individual student [Score Reports and Certificates](#) can be printed by the teacher.
- ❖ Remember that students' Score Reports and Certificates are confidential and should be handled accordingly.

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

