

LANGUAGE TESTING INTERNATIONAL, INC. — THE ACTFL TESTING OFFICE



## CLIENT SITE MANUAL



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# Test Descriptions

## Oral Proficiency Interview (OPI)

The OPI is a 15- to 30-minute live telephone conversation between the candidate and a certified language proficiency “tester,” which is digitally recorded. During the OPI, the candidate will be asked questions about his/her interests, work experiences and other familiar topics. The candidate will also be asked to take part in a role-play.

The candidate is assessed on his/her ability to speak the standard form of the target language without using another language or slang. The candidate’s overall ability to communicate orally in the target language is the only skill being assessed and not the content of his/her answers, responses, or opinions.

A full description can be found at <https://www.languagetesting.com/oral-proficiency-interview-opi>

## Oral Proficiency Interview Computer (OPIC)

The OPIC is a 20- to 40-minute test of spoken proficiency designed to elicit a sample of speech via recorded, computer-adapted voice prompts delivered over the internet or over the telephone. Completed tests are digitally saved and rated by ACTFL Certified Raters.

In the computer version, each test is individualized through the selection of tasks within topic areas tailored to the test taker's linguistic ability, work experiences, academic background, and interests throughout a Self-Assessment Survey. In the telephone version, tests are delivered as fixed-form tests.

The candidate is assessed on his/her ability to speak the standard form of the target language without using another language or slang. The candidate’s overall ability to communicate orally in the target language is the only skill being assessed and not the content of his/her answers, responses, or opinions.

A full description of this assessment can be found at <https://www.languagetesting.com/oral-proficiency-interview-by-computer-opic/>

To take a demo version of this test, go to: <https://opicdemo.actfltesting.org/>

## Writing Proficiency Test (WPT)

The ACTFL Writing Proficiency Test (WPT) is a carefully constructed, standardized test for the assessment of real-life writing ability in a target language. It is delivered on-demand, available by internet or booklet, and assesses the ability to write effectively on practical, social, and professional topics, in both informal and formal contexts, in a chosen language.

Using information gathered in a background survey and in the self-assessment, each test is adapted to the linguistic ability of the candidate, with subjects tailored to the interests and experiences of the candidate. The test allows the writer to show the full range of her/his writing ability in a low-anxiety format. The writer is presented with tasks representing a range of proficiency levels as described in the *ACTFL Proficiency Guidelines 2024*—Writing.

The test takes approximately 20-80 minutes, depending on test format and the level of the candidate, offering the test taker several virtual keyboard options to ensure access to necessary diacritical marks not represented on a standard US keyboard. The candidate is presented with four to five prompts, each with two to three associated tasks, in English. The test taker constructs responses in the target language demonstrating narrative, informative and/or persuasive writing. An ACTFL Certified WPT rater issues a proficiency rating on the ACTFL scale.

A full description can be found at <https://www.languagetesting.com/writing-proficiency-test>

To take a demo version of this test, go to: <http://wptdemo.actfltesting.org/>

## Reading Proficiency Test (RPT)

The RPT is a standardized test for the assessment of reading ability in a language. RPTs measure how well a person reads a language, without access to dictionaries or grammar references, when presented with texts and tasks as described in the *ACTFL Proficiency Guidelines 2024*—Reading. The reading texts and multiple-choice questions and answers are presented in the target language.

Designed by testing experts, RPTs are carefully constructed assessments which evaluate Novice to Superior levels of reading ability. Most commonly, the test is administered to assess a specific range of proficiency from Novice Low to Intermediate Mid, Intermediate Mid to Advanced Mid, and Advanced Low to Superior, although other versions are available. Tests are customized to assess the range of proficiency desired by the client, with test durations ranging from 50 to 125 minutes.

A full description of the test can be found at <https://www.languagetesting.com/reading-proficiency-test>

To take a demo version of this test, go to: <https://actflrhtlmdemo.actfltesting.org>

## Listening Proficiency Test (LPT)

The LPT is a standardized test for the assessment of reading ability in a language. RPTs measure how well a person reads a language, without access to dictionaries or grammar references, when presented with texts and tasks as described in the *ACTFL Proficiency Guidelines 2024*—Reading. The reading texts and multiple-choice questions and answers are presented in the target language.

Designed by testing experts, LPTs are carefully constructed assessments which evaluate Novice to Superior levels of reading ability. Most commonly, the test is administered to assess a specific range of proficiency from Novice Low to Intermediate Mid, Intermediate Mid to Advanced Mid, and Advanced Low to Superior, although other versions are available. Tests are customized to assess the range of proficiency desired by the client, with test durations ranging from 50 to 125 minutes.

A full description of the test can be found at <https://www.languagetesting.com/listening-proficiency-test>

To take a demo version of this test, go to: <https://actflrhtlmdemo.actfltesting.org>

## Listening and Reading Computer Adaptive Test (L&Rcat)

The ACTFL L&Rcat is an Internet-delivered version of the ACTFL English Listening and Reading Proficiency Tests (LPT and RPT). This is a computer-based test that adapts to the test taker's ability level. It successively selects questions to maximize the precision of the exam based on what is known about the test taker from previous questions. Adaptive tests are comprised of items selected from a collection of items, known as "item bank." These items have been piloted and their "difficulty level" calculated through extensive analysis.

In the simplest terms, the L&Rcat is a dynamic test that selects test items based on what it learns about the test taker's proficiency from his or her responses to questions. From the point-of-view of the test taker, it customizes the texts and passages based on the test taker's own reading and/or listening ability to create a unique testing experience. Each section (listening and reading) can be taken separately or together. Because it is a computer-adaptive or "smart" test, the test duration (both parts) can range from 50 to 105 minutes, based on the ability of the candidate.

A full description of the test can be found at

<https://www.languagetesting.com/listening-and-reading-computer-adaptive-test>

To take a demo version of this test, go to: <http://lrcatdemo.actfltesting.org/>

# LTI Client Site: Getting Started

All test scheduling and ratings reports are conducted over the LTI Client Site, accessed by visiting [www.languagetesting.com/client](http://www.languagetesting.com/client). Each account's authorized test administrator(s) will be given a unique ID and password to use to access the site.

Go to: [www.languagetesting.com/client](http://www.languagetesting.com/client)

Username:

Password:

To request a username/password, or for further assistance, please contact [support@languagetesting.com](mailto:support@languagetesting.com).

For live support, please contact us at (914) 963-7110 or (800) 486-8444 (option 1) between 8:00am and 7:00pm Eastern time, Monday through Friday.

Now, let's begin!

Enter your Username and Password:

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Contact Us | 1-800-486-8444

### Client Information Center

Username

Password

[Sign In](#)

[Forgot Password?](#)

[Forgot Username?](#)

[Newsletter](#)

Due to inactivity, you have been successfully logged out.

This website is authorized for use by LTI, Inc. and is subject to monitoring.

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Copyright © 2011 LTI. All rights reserved.



On the homepage of the client site are the following options/modules:

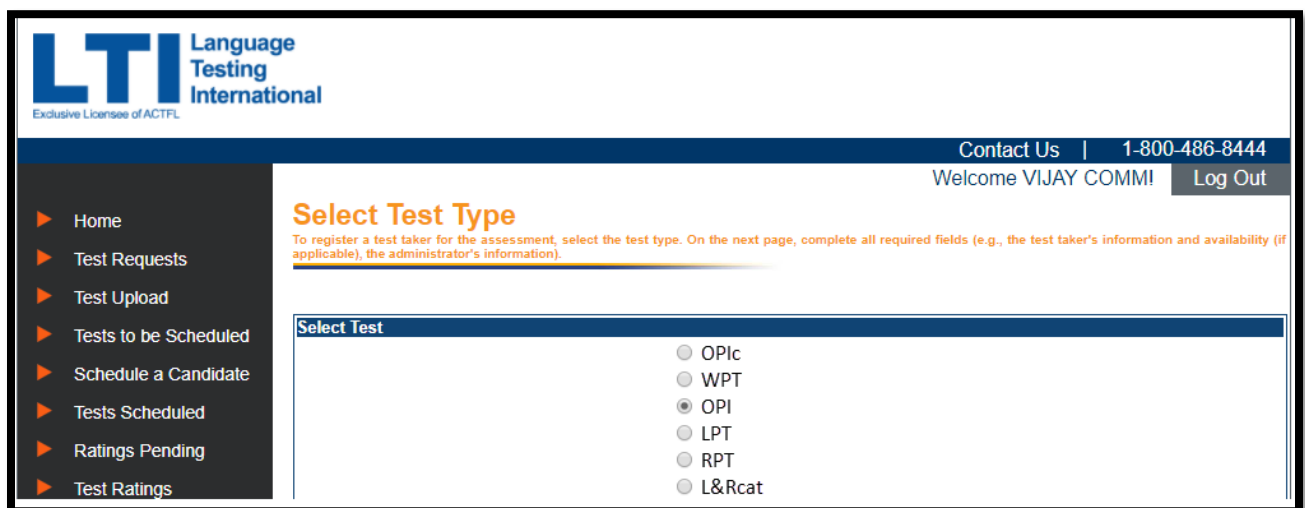
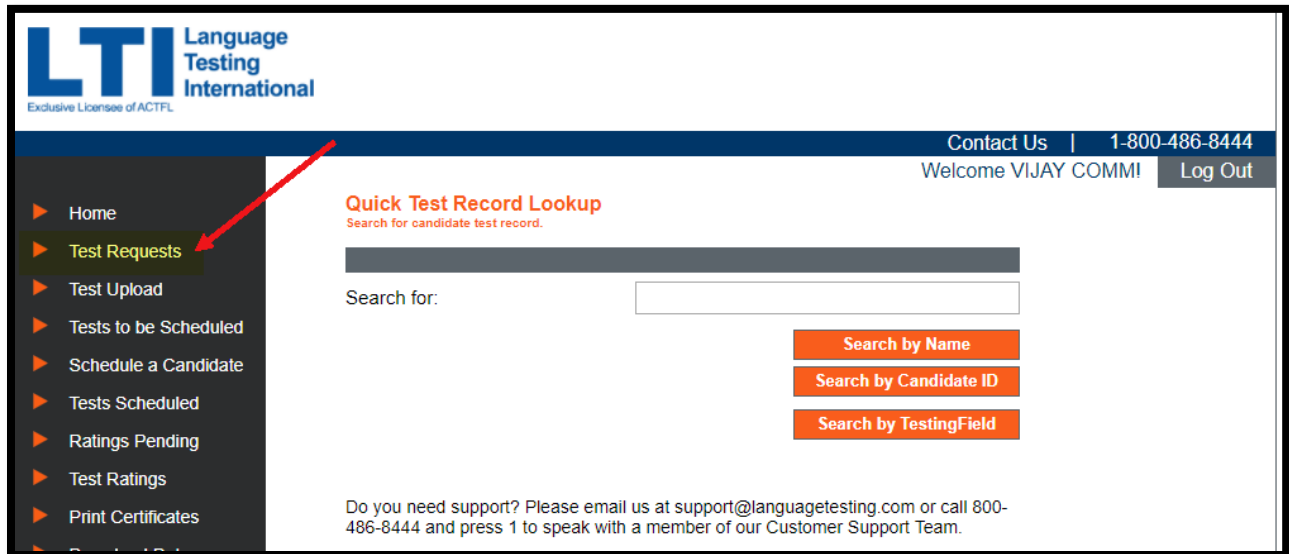
- Home
- Test Requests
- Test Upload
- Tests to Be Scheduled\*
- Schedule a Candidate\*
- Tests Scheduled
- Ratings Pending
- Test Ratings
- Print Certificates
- Download Data
- View Invoice
- User Maintenance
- Change Password
- Logout

\*Configured on sites which administer OPIs

MODULE NAME	MODULE DESCRIPTION
Home	Search for candidate test record
Test Requests	Register an individual to take an assessment
Test Upload	Upload an Excel file of assessment requests
Tests to be Scheduled	Assessments that have been requested by the administrator and are currently being scheduled by LTI
Schedule a Candidate	Assign a candidate to an Open Slot
Tests Scheduled	Assessments that have been registered and/or scheduled
Ratings Pending	Assessments in the process of being rated by LTI
Test Ratings	Look up completed assessment ratings
Print Certificates	Print Certificates - only available for Certified Tests
Download Data	Export assessment ratings to Excel
View Invoice	See what you owe
User Maintenance	View / Create users under your account hierarchy
Change Password	Change your password
Logout	Log out of your account

# Test Requests

On the homepage, click on “**Test Requests**” and then “**Continue.**” On the next screen, click on the type of test you need to schedule—OPI, OPIc, WPT, RPT, LPT or L&Rcat. (To schedule more than one type of assessment, fill out separate test requests for each test type.)



## OPI Test Request Form

1. Fill out the **Client Information** section and select if you will proctor the test yourself or not. If you select “no,” please complete the proctor information requested:



**Client Information**

Requested By:  Phone:  Ext:

E-mail:  Country:

Copy To:  Separate e-mails by a semicolon.

Time Zone:

Will you proctor this test?  Yes  No

Proctor Name:

Proctor Phone:

Proctor E-mail:

Notes to LTI Test Coordinators:

2. Complete the **Candidate's** information section:

- » Select Language to be tested.
- » Test candidate's First name and Last Name
- » Test candidate's ID# (can be any numbers/letters you choose)
- » Test candidate's e-mail
- » Retest: If the test candidate has already taken an LTI test, then answer "Yes," otherwise answer "No."  
**NOTE: A retest should be scheduled 6 months after the initial test was taken.**
- » First choicedate. (Choose a date that is possible for both the candidate and proctor—at least 3-5 business days from the date of the request and a 3-hour window.)
- » Second choice date. (Choose an alternative date that is possible for both the candidate and proctor—at least 3-5 business days from the date of the request and a 3-hour window.)

To add additional candidates for the same test type, click "**Add Another Request**" and complete the Candidate information in the new grid that will appear. If all candidate(s)' test request information has been completed, click the "**Submit Test Request**" button located at the bottom of the page. A Test Request Summary confirmation message will appear on the next screen confirming your request was submitted.

**Candidate 1**

Language	First Name	Last Name	Candidate ID	E-mail
<input type="text" value="Spanish"/>	<input type="text" value="Allan"/>	<input type="text" value="Parker"/>	<input type="text" value="123"/>	<input type="text" value="aparker@oal.com"/>

Availabilities for Testing

Please provide two dates for testing with time slots of 3hrs or more, if possible.

First Choice:  [e.g. mm/dd/yyyy] Hr:  Min:  AM To: Hr:  Min:  AM

Second Choice:  [e.g. mm/dd/yyyy] Hr:  Min:  AM To: Hr:  Min:  PM

OPI Retest:  Yes  No

Welcome VIJAY COMMI [Log Out](#)

## Test Request Summary for OPI

Your test request(s) have been sent to LTI for processing. An LTI test coordinator will be in touch with you shortly to confirm your appointment(s).

Name	ID	Retest	Language	Selected Test Times	Product
Allan Parker	123	No	Spanish	3/13/18 7:00 AM - 10:00 AM 3/19/18 9:00 AM - 12:00 PM	OPI

### Remote Proctored Option

If your account is configured with a remote proctored assessment (OPI, OPIc, WPT, LPT, RPT, L&Rcat), the “*Will you proctor this test?*” field will not appear on the Client Information

### Test Request for OPIc Remote Proctored

**Client Information**

Requested By:  Phone:  Ext:

E-mail:  Country:

Copy To:  Separate e-mails by a semicolon.

Time Zone:

Notes to LTI Test Coordinators:

**Candidate 1**

Language	First Name	Last Name	Candidate ID	E-mail
<input type="text" value="German"/>	<input type="text" value="Allan"/>	<input type="text" value="Parker"/>	<input type="text" value="123"/>	<input type="text" value="aparker@oal.com"/>

OPIc Remote Proctored Retest:  Yes  No

section.

Once you have submitted the test request, you'll receive a message within the Test Request Summary indicating next steps:

### Test Request Summary for OPIc Remote Proctored

Below listed tests are ready for Scheduling, email notifications have been sent to Candidates to schedule for the test with a Remote Proctor. Tests not scheduled with Remote proctor can be viewed under "Tests to be Scheduled" module

Name	ID	Retest	Language	Product
Allan Parker	123	No	German	OPIc Remote Proctored

## Submitting Test Requests for OPIc, WPT, RPT, LPT, L&Rcat

After you have selected the desired assessment under Test Requests, follow the next steps:

1. Fill out the **Client Information** section and select if you will proctor the test yourself or not. If you select “no,” please complete the proctor information requested:

The screenshot shows the LTI Language Testing International web interface. The header includes the LTI logo and contact information: Contact Us | 1-800-486-8444. The user is logged in as VIJAY COMM and can click Log Out. A navigation menu on the left lists various options like Home, Test Requests, Test Upload, etc. The main content area is titled 'Test Request for WPT Test - Survey' and contains two main sections: 'Client Information' and 'Candidate 1'.

**Client Information**

Requested By: Sandra Frodriguez Phone: 111222 Ext:   
E-mail: sfrodriguez@languagetesting.com Country: USA  
Copy To:  Separate e-mails by a semicolon.  
Time Zone: Eastern Standard Time

Will you proctor this test?  Yes  No

Proctor Name: Jackie  
Proctor Phone: Robinson  
Proctor E-mail: Jrob@oal.com

Notes to LTI  
Test Coordinators:

**Candidate 1**

Language	First Name	Last Name	Candidate ID	E-mail
Arabic	John	Snow	54321	jsnow@oal.com

WPT Test - Survey Retest:  Yes  No

[Add Another Request](#) [Submit Test Request](#)

2. Complete the **Candidate's** information section:

- » Select Language to be tested.
- » Test candidate's First name and Last Name.
- » Test candidate's ID# (can be any numbers/letters you choose)
- » Test candidate's e-mail.
- » Retest – If the test candidate has already taken an LTI test, then answer “Yes,” otherwise answer “No.”

**NOTE:** A retest should be scheduled 6 months after the initial test was taken.

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Welcome VIJAY COMMI | Log Out

### Test Request for OPIc Comp Survey

**Client Information**

Requested By:  Phone:  Ext:

E-mail:  Country:

Copy To:  Separate e-mails by a semicolon.

Time Zone:

Will you proctor this test?  Yes  No

Notes to LTI  
Test Coordinators:

**Candidate 1**

Language	First Name	Last Name	Candidate ID	E-mail
<input type="text" value="Korean"/>	<input type="text" value="Julian"/>	<input type="text" value="Moore"/>	<input type="text" value="FGHIJ"/>	<input type="text" value="jmoore@oal.com"/>

OPIc Comp Survey Retest:  Yes  No

To add additional candidates for the same test type, click “**Add Another Request**” and complete the Candidate information in the new grid that will appear. If all candidate(s)’ test request information has been completed, click the “**Submit Test Request**” button located at the bottom of the page.

On the next screen you will be provided with access information for the candidate(s): the URL of the test site, and the username(s) and password(s). Tests are activated immediately and can be used at any time, without appointment.

**Note:** If the proctor doesn’t have access to the Client Site, the Test Requestor needs to provide the proctor with the Candidate’s Username and Password.

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Welcome VIJAY COMM! Log Out

### Test Request Summary for WPT Test - Survey

The following tests IDs are now active and can be accessed at <http://wpt.actfltesting.org>. These test records will be stored in the "Tests Scheduled" feature of your client utility until the tests are completed or canceled. Please note that all tests will automatically expire after two weeks, but expiration dates can be extended through the Tests Scheduled feature of your client utility.

Name	ID	Retest	Language	Username	Password	Form	Product
Allan Parker	ABCDE	No	French	P2110830	21108EQ30	Internet	WPT Test - Survey

Website address to access the OPIc: <http://actfltesting.org>

Website address to access the WPT: <http://wpt.actfltesting.org>

Website address to access the RPT:

<https://actflrhtml.actfltesting.org> Website address to access the

LPT: <https://actflrhtml.actfltesting.org> Website address to

access the L&Rcat: <http://lrcat.actfltesting.org>

If scheduling an L&Rcat assessment, select the language desired for the instructions of the test (Spanish or English):

**Candidate 1**

Language: English | First Name: Allan | Last Name: Parker | Candidate ID: 123456 | E-mail: sfrodriguez@languagetes

LNR Test Retest:  Yes  No

Instruction Language: **Select** (dropdown menu showing English and Spanish)

**Add Another Req** | **Submit Test Request**

## Bulk Test Upload:

If testing a batch of candidates, save time by uploading their information from an Excel file to request their tests.

Select the **Test Upload** tab located on the left side of the Client Site:

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Welcome VIJAY COMM! Log Out

- Home
- Test Requests
- Test Upload**
- Tests to be Scheduled
- Schedule a Candidate
- Tests Scheduled
- Ratings Pending
- Test Ratings

### Quick Test Record Lookup

Search for candidate test record.

Search for:

Search by Name

Search by Candidate ID

Search by TestingField

Select the test type and language, and then click on 'Search':

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Welcome VIJAY COMM! Log Out

### Upload Test Details

If you have a lot of candidates, you can save time by uploading them from an Excel file. Select the test type and language, and then click on 'Search' - you'll be asked to select the fields required on the Excel document, and arrange them so they match your document. Then, browse to the file and upload it to begin the process of arranging the assessments.

Filter Criteria: Test Type:  Language:

**Search**

Please select Order of the Fields that are set in Excel file for Upload of Test Data

Available Fields

Selected Fields

Select >>

<< UnSelect

You'll be asked to select the fields required on the Excel document, and arrange them so they match your document. Create an excel sheet document with the selected fields and the candidates' information on it:

**Upload Test Details**  
 If you have a lot of candidates, you can save time by uploading them from an Excel file. Select the test type and language, and then click on 'Search' - you'll be asked to select the fields required on the Excel document, and arrange them so they match your document. Then, browse to the file and upload it to begin the process of arranging the assessments.

Filter Criteria: Test Type:  Language:

Please select Order of the Fields that are set in Excel file for Upload of Test Data

Available Fields:

Selected Fields:

Select File to Upload:  No file chosen

File has Header:  No  Yes

You can either add a header row to your document indicating the selected fields or add the information directly to the excel sheet in the order indicated on the “Selected Fields” box. If you decide not to add a header with the fields, make sure you check “No” on the “File Has Header” selection before saving and uploading your file.

	A	B	C	D	E	Optional	G	H	I
1	First Name	Last Name	Retest	Instruction Language	Candidate ID	Email ID			
2	Walt	Witman	Yes	English	ABCDE	<a href="mailto:wwitman@languagetesting.com">wwitman@languagetesting.com</a>			
3	Orson	Wells	No	Spanish	FGHIJ	<a href="mailto:owells@languagetesting.com">owells@languagetesting.com</a>			
4									
5									

Browse to find the file and upload it to begin the process of arranging the assessments. The candidates’ information will appear on the screen. Please check that the information uploaded is correct and then click “Submit”.

Filter Criteria: Test Type:  Language:

Please select Order of the Fields that are set in Excel file for Upload of Test Data

Available Fields:

Selected Fields:

Select File to Upload:  No file chosen

File has Header:  No  Yes

FirstName	LastName	Retest	InstructionLanguage	CandidateId	EmailId
Walt	Witman	Yes	English	ABCDE	<a href="mailto:wwitman@languagetesting.com">wwitman@languagetesting.com</a>
Orson	Wells	No	Spanish	FGHIJ	<a href="mailto:owells@languagetesting.com">owells@languagetesting.com</a>



# Administering Tests and Checking Test Status

From the Homepage, once a test request has been submitted to LTI, the account administrator can check the status of that request by entering the test candidate's last name in the search box under "**Quick Test Record Lookup.**"

Below are the possible test status options:

1. **To Be Scheduled:** Request has been received but not scheduled.
2. **Scheduled:** Test has been scheduled, but not yet taken.
3. **Rating Pending:** Test has taken place, but the rating is still in process.
4. **Completed:** Test has taken place and has been rated.
5. **No-Show:** OPI was booked the appointment was missed by the candidate.

**Quick Test Record Lookup**  
Search for candidate test record.

Search for:

[Search by Name](#)
  
[Search by Candidate ID](#)
  
[Search by TestingField](#)

Do you need support? Please email us at [support@languagetesting.com](mailto:support@languagetesting.com) or call 800-486-8444 and press 1 to speak with a member of our Customer Support Team.

**Videos on AAPPL Test administration**

[Watch here](#) to learn more about Client Site Login & Basic Navigation.  
[Watch here](#) to learn more about How to View Records & Generate Labels.  
[Watch here](#) to learn more about How to view Scores & Reports.  
[Watch here](#) to learn more about Technical Setup & Support.

Candidate Name	Company / LOB	Language	Product	Status	Test Date	Rating	View
Allan Parker	VIJAY COMM	Spanish	OPI-ACTFL-COMML	To Be Scheduled			<a href="#">View</a>
Allan Parker	VIJAY COMM	Spanish	OPI-ACTFL-COMML	To Be Scheduled			<a href="#">View</a>
Allan Parker	VIJAY COMM	German	OPIc-ACTFL-COMML-A	To Be Scheduled			<a href="#">View</a>
Allan Parker	VIJAY COMM	English	WPT-ACTFL-UNOFFICIAL	Scheduled			<a href="#">View</a>

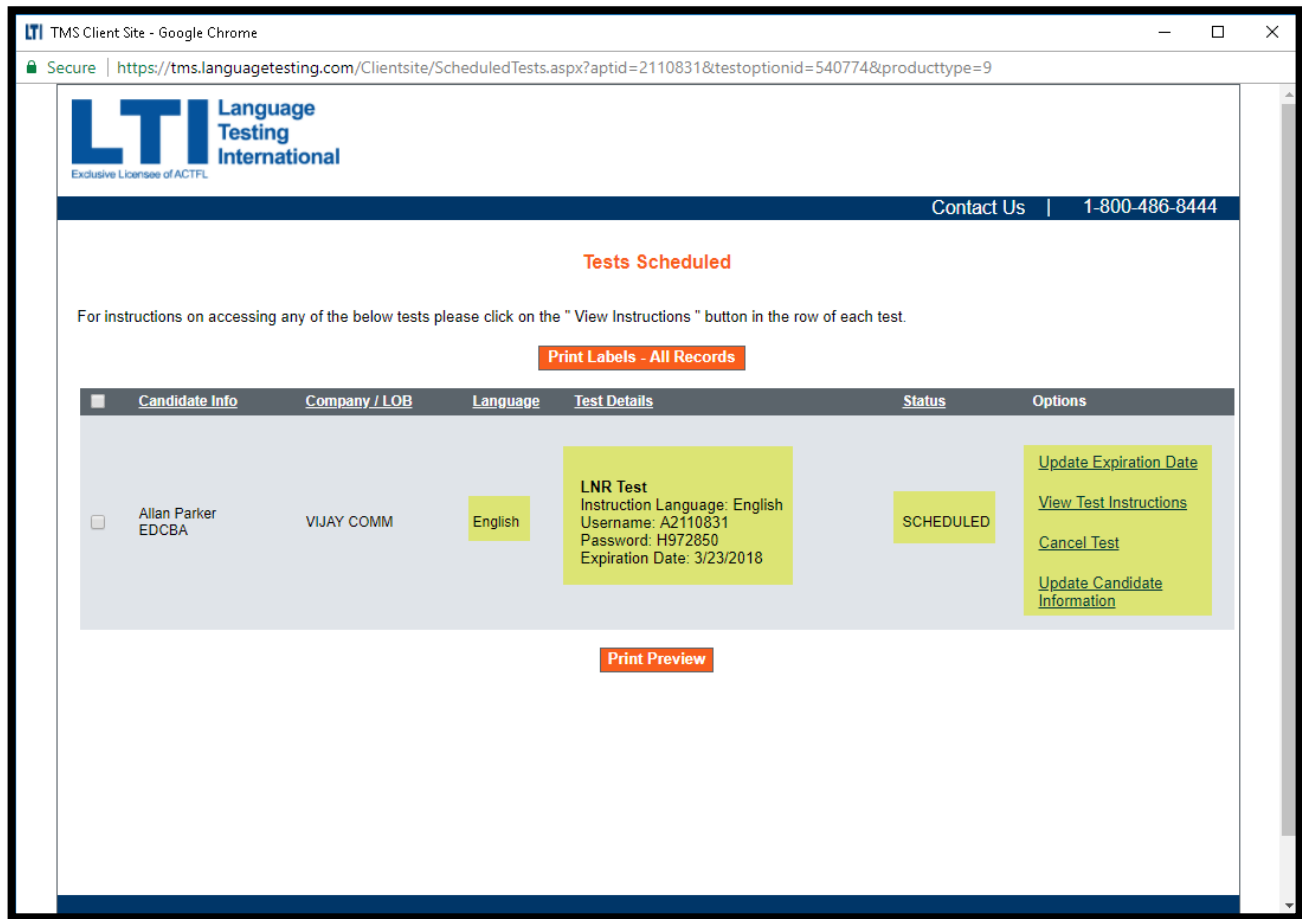
By clicking on “**View**,” more details regarding the candidate’s date of the test, language, username and password or rating, can be viewed depending on the status.

**Update Expiration Date:** By clicking this option you can change or extend the expiration date of a test that has not yet been started.

**View Test Instructions:** When this option is clicked, a window will open showing brief instructions for the test.

**Cancel Test:** You can cancel a requested test that is not yet started using this option.

**Update Candidate Information:** Please use this option to modify the way the candidate’s name is listed, their Candidate ID, or the email address associated with them.



## Tests Scheduled—OPI (Oral Proficiency Interview)

The administrator can view scheduled tests by clicking on the “**Tests Scheduled**” tab, located on the homepage menu.

To search for a specific record, enter the selected criteria for your search and then click on “**Search**”:

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Contact Us | 1-800-486-8444  
Welcome VIJAY COMM! Log Out

**Tests Scheduled**  
Use the search functionality to look up test takers that have been registered and/or scheduled to take the assessment.

Select criteria for your search

From:    
 To:    
 Language: All  
 Requested By: Me

First Name:   
 Last Name:   
 Test Type: All

**\*Reminder:** If you cannot find a specific record, please change the “Requested by” field to “All.” If you wish to access all the records under your account, you can click directly on “[Search all records](#)”:

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Contact Us | 1-800-486-8444  
Welcome VIJAY COMM! Log Out

**Tests Scheduled**  
Use the search functionality to look up test takers that have been registered and/or scheduled to take the assessment.

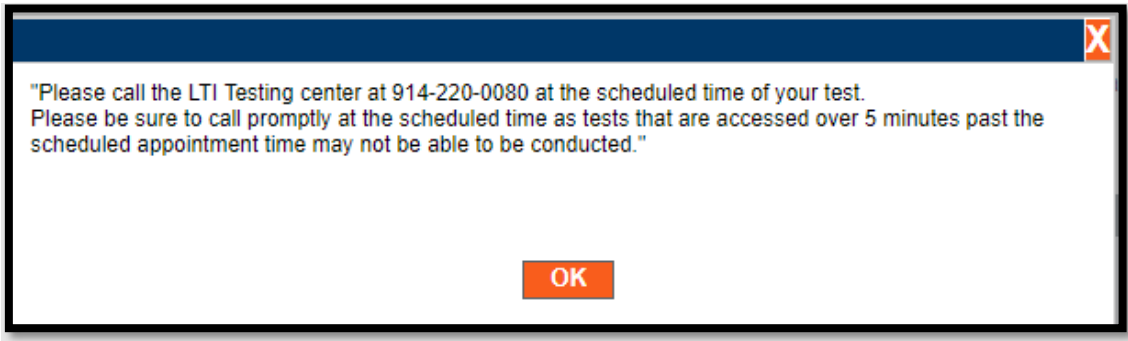
Select criteria for your search

From:    
 To:    
 Language: All  
 Requested By: Me

First Name:   
 Last Name:   
 Test Type: All

The OPI Scheduled screen will list:

1. Test Language
2. Candidate’s information (full name and ID#)
3. Status
4. Test Details:
  - Type of test scheduled (OPI in this case) Test time (and date)—in local time
  - Tester ID (who will conduct the interview)
  - Tester phone number (to call to the LTI Test Conferencing System) Time zone
  - Test Access Code
5. Options
  - [View Test Instructions](#) (a window will pop up with additional directions regarding your test)



[Cancel Test](#) (click here if you'd like to cancel a scheduled test)  
[Update Candidate information](#) (click here to update the candidate's information,  
 email address, ID#, first name or last name)

Please notify your candidate/s of the date and time of the test. Contact LTI immediately if you need to cancel or reschedule an OPI.

**Tests Scheduled**  
 Use the search functionality to look up test takers that have been registered and/or scheduled to take the assessment.

Select criteria for your search

From: 3/8/2018 To: 3/9/2018 Language: All Requested By: Me First Name: Last Name: Test Type: OPI 02252018

Search Search all records

Please call the LTI Testing center at 914-220-0080 at the scheduled time of your test. Please be sure to call promptly at the scheduled time as tests that are accessed over 5 minutes past the scheduled appointment time may not be able to be conducted.

Print Labels - All Records

Candidate Info	Company / LOB	Language	Test Details	Status	Options
<input type="checkbox"/> Allan Parker 123	VIJAY COMM	Spanish	OPI 02252018 Test Time: 03/14/2018 8:00 AM Tester Id: 3298 Tester Phone: 914-220-0080 Time Zone: Eastern Standard Time Access Code: 821171	SCHEDULED	<a href="#">View Test Instructions</a> <a href="#">Cancel Test</a> <a href="#">Update Candidate Information</a>

Print Preview

## Proctoring an OPI

At the time of the test, place the candidate in a landline telephone, preferably. Call the LTI Test Conferencing System at 914-220-0080. Press 1 to access your test. When prompted, enter the access code provided for your test.

Introduce yourself and the candidate to the tester and hand the phone to the candidate.

If a candidate is late or a no-show for an OPI, call LTI or the tester immediately to communicate the delay and see if the test can start late or needs to be rescheduled.

**Note:** There will be a \$60 late cancellation fee for any OPI tests cancelled less than 24 business hours before the scheduled start time.

For any questions or if you need support, please contact: [support@languagetesting.com](mailto:support@languagetesting.com) or call at 914-963-7110, Option 1.

## Test Scheduled—OPIc, WPT, RPT, LPT, and L&Rcat

You can view scheduled tests by clicking on the “**Tests Scheduled**” tab, located on the menu on the homepage. On the next screen, select the type of test scheduled (OPIc, WPT, LPT, RPT, or L&Rcat) that you wish to view.

**Note:** If the proctor does not have access to the client site, you can retrieve the candidate’s test login credentials on the test schedule tab and share them with the proctor.

The Scheduled screen will list:

1. At the top of the screen, you will be provided the website address required to access the test.
2. Print Labels (if you have multiple candidates to proctor at the same time, you can print labels with the information of their scheduled assessment)
3. Test Language
4. Candidate’s information (full name and ID#)
5. Status
6. Test Details:
  - Type of test scheduled
  - Expiration Date
  - Username
  - Password
7. Options
  - Update expiration date (to extend the expiration date of a scheduled assessment) View Test Instructions (a window will pop up with additional directions regarding your test)
  - Cancel Test (click here if you’d like to cancel a scheduled test)
  - Update Candidate information (click here to update the candidate’s information, email address, ID#, first name or last name)



These assessments can be taken on demand, without notifying LTI.

**Note:** Tablets will not work with a remote proctor, so please ensure that you have a computer for this type of testing arrangement.

## Proctoring an OPIC

This assessment is administered via the internet on a computer or tablet that meets the minimum technical specifications stipulated by LTI. You will need an internet connection, headset with earphones, and microphone. In advance of the test, the Proctor should test the computer or tablet's ability to access an OPIC by going to <https://opic.actfltesting.org/systemcheck>.

## Proctoring Instructions

1. Go to the Client Site to retrieve the candidate's test login credentials.
  2. Go to the test website [www.actfltesting.org](http://www.actfltesting.org).
  3. Enter the candidate's Username and Password to access the test.
- **Special Instructions for Chrome Browser Users:** Due to a recent update to the Chrome browser, it is now necessary for all test candidates 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. If Live Caption is enabled, the System Check will alert the test taker that they should contact their 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.

Please see [this document](#) for details regarding Chrome Live Caption, including instructions for assisting your test takers in disabling it if necessary.

For any questions or problems, please contact [support@languagetesting.com](mailto:support@languagetesting.com) or call at 914-963-7110, Option 1.

## Proctoring a WPT

This assessment is administered via the internet on a computer that meets the minimum

technical specifications stipulated by LTI. In advance of the test, the Proctor should test the computer's ability to access a WPT by going to <http://wpt.actfltesting.org>.

### Proctoring Instructions

1. Restart the computer.
2. Disable any pop-up blockers and close all programs.
3. Go to <http://wpt.actfltesting.org>.
4. Enter the candidate's username and password.
5. Instruct the candidate to take 10 minutes to read through the directions and then fill in the Warm-up and Sign-In grid.
6. At the end of the Directions and the Warm-up exercise, click the [Start] button to begin the test. A timer will appear on the screen to inform the candidate the allotted time to complete the test. (The computer will automatically close the test after the allotted time has ended).

During the next 20-80 minutes, the Proctor should remain in the test area to ensure that the candidate does not access reference materials, notes, nor receives coaching on his/her responses. If the program closes or freezes for any reason, the Proctor may restart the test and sign back in by reentering the candidate's Username and Password. The test will resume from the point at which you were disconnected.

For any questions or if you need assistance, please contact [support@languagetesting.com](mailto:support@languagetesting.com) or call 914-963-7110, Option 1.

### Proctoring an RPT

This assessment is administered via the internet on a computer or tablet that meets the minimum technical specifications stipulated by LTI. You will need an internet connection, headset with earphones, and microphone. In advance of the test, the Proctor should test the computer or tablet's ability to access an RPT by going to <https://actflrhtml.actfltesting.org/systemcheck>.

### Proctoring Instructions

1. Restart the computer or tablet.
2. Disable any pop-up blockers and close all programs.
3. Goes to <https://actflrhtml.actfltesting.org>
4. Enter candidate's username and password.
5. The candidate can now read the directions and start their test.
6. At the end of the Directions and the Warm-up exercise, click the [Start] button to begin the test. A timer will appear on the screen to inform the candidate the allotted time to complete the test. (The computer will automatically close the test after the allotted time has ended).
7. During the next 50-125 minutes, the Proctor should remain in the test area to ensure that the candidate does not access reference materials, notes nor receives coaching on his/her responses.
8. If the program closes or freezes for any reason, the Proctor can restart the test by signing back in using the same username and password.
9. The test will pick up from the point at which you were disconnected.

For any questions or if you need assistance, please contact [support@languagetesting.com](mailto:support@languagetesting.com) or



call 914-963-7110, Option 1.

## Proctoring an LPT

This assessment is administered via the internet on a computer or tablet that meets the minimum technical specifications stipulated by LTI. You will need an internet connection, headset with earphones, and microphone. In advance of the test, the Proctor should test the computer or tablet's ability to access an LPT by going to <https://actflrhtml.actfltesting.org/systemcheck>.

- **Special Instructions for Chrome Browser Users:** Due to a recent update to the Chrome browser, it is now necessary for all test candidates 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. If Live Caption is enabled, the System Check will alert the test taker that they should contact their 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.

Please see [this document](#) for details regarding Chrome Live Caption, including instructions for assisting your test takers in disabling it if necessary.

## Proctoring Instructions

1. Restart the computer.
2. Disable any pop-up blockers and close all programs.
3. Go to <https://actflrhtml.actfltesting.org>
4. Enter the username and password.
5. The candidate can now read the directions and start their test.
6. At the end of the Directions and the Warm-up exercise, click the [Start] button to begin the test. A timer will appear on the screen to inform the candidate the allotted time to complete the test. (The computer will automatically close the test after the allotted time has ended).
7. During the next 50-125 minutes, the Proctor should remain in the test area to ensure that the candidate does not access reference materials, notes nor receives coaching on his/her responses.
8. If the program closes or freezes for any reason, the Proctor can restart the test by signing back in using the same username and password.
9. The test will pick up from the point at which you were disconnected.

For any questions or if you need assistance, please contact [support@languagetesting.com](mailto:support@languagetesting.com) or call 914-963-7110, Option 1.

## Proctoring an L&Rcat

This assessment is administered via the internet on a computer that meets the minimum technical specifications stipulated by LTI. You will need an internet connection, headset with earphones, and microphone. In advance of the test, the Proctor should test the computer's ability to access an L&Rcat by going to <http://lrcatdemo.actfltesting.org/>.

- **Special Instructions for Chrome Browser Users:** Due to a recent update to the Chrome

browser, it is now necessary for all test candidates 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. If Live Caption is enabled, the System Check will alert the test taker that they should contact their 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.

Please see [this document](#) for details regarding Chrome Live Caption, including instructions for assisting your test takers in disabling it if necessary.

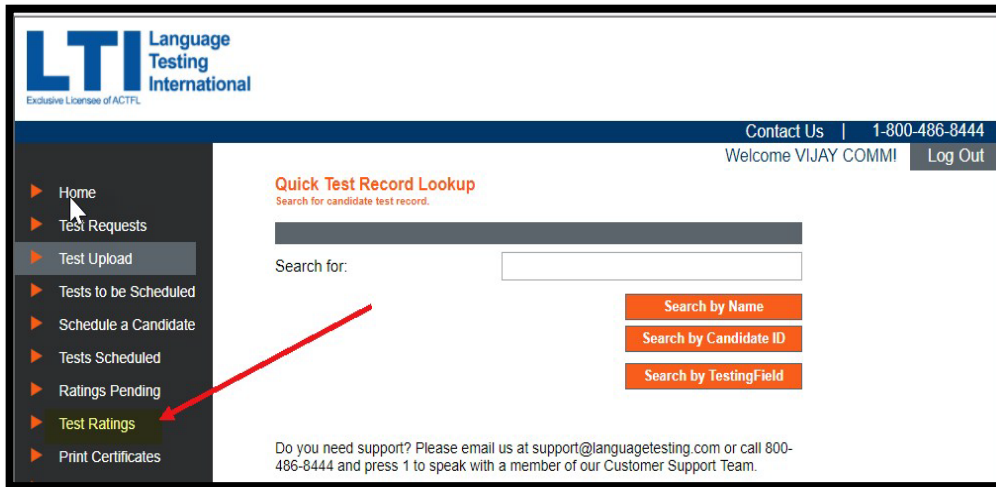
## Proctoring Instructions

1. Restart the computer.
2. Disable any pop-up blockers and close all programs.
3. Go to <http://lrcat.actfltesting.org>
4. Enter the username and password.
5. The candidate can now read the directions and start their test.
6. At the end of the Directions and the Warm-up exercise, click the [Start] button to begin the test. A timer will appear on the screen to inform the candidate the allotted time to complete the test. (The computer will automatically close the test after the allotted time has ended).
7. During the next 50-105 minutes, the Proctor should remain in the test area to ensure that the candidate does not access reference materials, notes nor receives coaching on his/her responses.
8. If the program closes or freezes for any reason, the Proctor can restart the test by signing back in using the same username and password.
9. The test will pick up from the point at which you were disconnected.

For any questions or if you need assistance, please contact [support@languagetesting.com](mailto:support@languagetesting.com) or call 914-963-7110, Option 1.

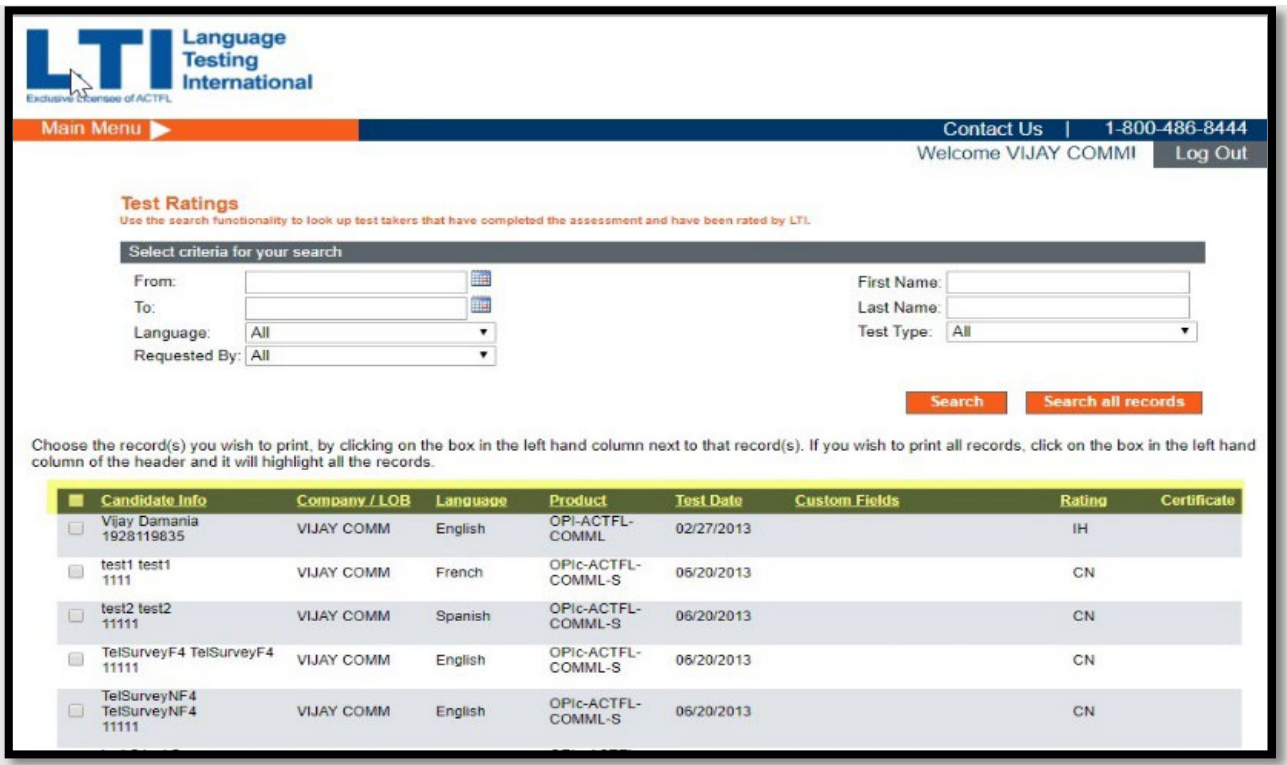
# Test Results

Assessments ratings can be accessed by clicking on “**Test Ratings**” on the menu of your LTI account homepage:




The rating report will list the following information:

1. Language
2. Product (test type)
3. Candidate’s Full Name & ID
4. Test Date
5. Rating
6. Certificate (if available)



If a Certificate is available, a digital version of the certificate can be downloaded here:

<input type="checkbox"/>	11 1	VIJAY COMM	English	LPT-ACTFL-COMML	02/27/2014	AM	<a href="#">Certificate</a>
Notes: Novice to Superior adaptive							
<input type="checkbox"/>	11 1	VIJAY COMM	English	RPT-ACTFL-COMML	02/27/2014	AM	<a href="#">Certificate</a>
Notes: Novice to Superior adaptive							
<input type="checkbox"/>	11 1			RPT-ACTFL-			



## American Council on the Teaching of Foreign Languages

certifies that

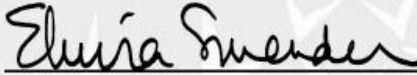
# 11

Test Type	Test Date	Language
<b>Reading Proficiency Test</b>	<b>02/27/2014</b>	<b>English</b>

*has successfully completed an ACTFL Reading Proficiency Test (RPT) and has been rated, using the ACTFL Proficiency Guidelines 2012 - Reading*

*Advanced Mid*





**Director of Professional Programs, ACTFL**  
**Date Issued: 02/27/2014**  
**Date of Expiration: 02/27/2016**  
**Certificate Code: 420746-A66D64**  
**Issued by: LTI**

**• Advanced Mid - ACTFL Proficiency Guidelines 2012 - Reading**

**ACTFL Certified Rating System**

RTP

- Superior
- Advanced High

### Advanced Mid

At the Advanced Mid sublevel, readers are able to understand conventional narrative and descriptive texts, such as expanded descriptions of persons, places, and things and narrations about past, present, and future events. These texts reflect the standard linguistic conventions of the written form of the language in such a way that readers can predict what they are going to read. Readers understand the main ideas, facts, and many supporting details. Comprehension derives not only from situational and subject-matter knowledge but also from knowledge of the language itself. Readers at this level may derive some meaning from texts that are structurally and/or conceptually more complex.

## Rating Scales

ACTFL assessments can be rated according to the *ACTFL Proficiency Guidelines*, the Inter-Agency Language Roundtable (ILR) scale, or the Common European Framework of Reference for Language (CEFR) scale. To request ratings be finalized and released to your account on a scale other than the ACTFL Proficiency Scale, please contact [support@languagetesting.com](mailto:support@languagetesting.com).

ACTFL to CEFR (One-Directional) Crosswalk			
Receptive Skills: Reading and Listening		Productive Skills: Speaking and Writing	
ACTFL	CEFR	ACTFL	CEFR
Superior	C1.2	Superior	C2
Advanced High	C1.1	Advanced High	C1
Advanced Mid	B2	Advanced Mid	B2.2
Advanced Low	B1.2	Advanced Low	B2.1
Intermediate High	B1.1	Intermediate High	B1.2
Intermediate Mid	A2	Intermediate Mid	B1.1
Intermediate Low	A1.2	Intermediate Low	A2
Novice High	A1.1	Novice High	A1
Novice Mid	0	Novice Mid	0
Novice Low	0	Novice Low	0

To learn more about assigning CEFR ratings to ACTFL assessments, please review ACTFL's publication available [here](#).

## Billing Code Descriptions

UR Reason	UR Sub Reason	Billing UR Code
Audio Problems	Background noise made it impossible to hear the candidate's responses.	A1
Audio Problems	The candidate's voice was recorded at a volume too low to allow her/him to be heard.	A2
Audio Problems	The call quality was not good enough to allow a rating to be assigned.	A3
Blank Files	No responses were recorded by the system. This was most likely caused by a technical failure.	B1
Over-Assessed	The candidate did not reach the minimum level required.	O1
Under-Assessed	The candidate performed above the maximum level assignable on the test.	U1
Not Enough Responses	The candidate did not respond to enough of the prompts to assign a rating.	N1
Not Enough Responses	The candidate did not provide enough language to assign a rating.	N2
Not Enough Responses	Some responses were blank or cut off during portions of the test.	N3
Not Enough Responses	The candidate interpreted the prompts, rather than responded to them.	N4
Not Enough Responses	The candidate responded in a language other than that being tested.	N5
Suspicious Behavior	The candidate appeared to have assistance from another person during the test.	S1

### Payment Instructions

Thank you for your payment. Payment instructions can be located on your customer invoice.

You have the following payment options:

#### Pay by ACH/Wire:

Capital One Bank – Acct#3746625574 – Routing #06500090 – Swift Code: HIBKUS44

#### Pay by Check:

Please make checks payable to Language Testing International, Inc and mail to:

Language Testing International, Inc.

P.O. Box 825497

Philadelphia, PA 19182-5497

For all billing inquiries, please email [billing@languagetesting.com](mailto:billing@languagetesting.com)