Test Ordering Information

Client Site

» Tests may be administered through June 15th, 2022. All OPIs must be scheduled by June 1st, 2022. No tests may be administered after June 15th, 2022.

» Your account must be configured in advance in order to order this test bundle. Please contact your LTI account executive to request that the bundle be added to your account.

» The Oral Proficiency Interview (OPI) portion is a live conversation with an ACTFL-certified tester and **needs to be scheduled at least 10 (and preferably 14) days in advance of your preferred testing date(s). Please take this into account when placing your order. All OPIs must be scheduled by June 1st.**

» The Writing Proficiency Test (WPT) may be ordered in two different formats:

 o The Internet Modality is computer-based and can be taken with little advance notice.

 o The Booklet version will need to be prepared in advance by printing the booklet using provided login information to a download site.

» There is a limited pool of ACTFL-certified testers and raters for these less commonly tested languages. As such, please allow up to three weeks for ratings to be completed and made available.

» This test may only be purchased as a bundle; your account will be charged the full amount once a student completes their first test component. If the second component is not completed, no refund will be issued. The individual test components may not be purchased separately or pro-rated.

» To order the OPI & WPT for the Seal of Biliteracy, please log in to your account on LTI's Client Site, and select the **Test Requests** menu option. Then click **All Other Tests** and **Submit**.

» Then click **SOBL OPI & WPT** and **Continue**.

Select Test Type

To register a test taker for the assessment, select the test type. On the next page, complete all required fields (e.g., the test taker's information and availability (if applicable), the administrator's information).

Select Test
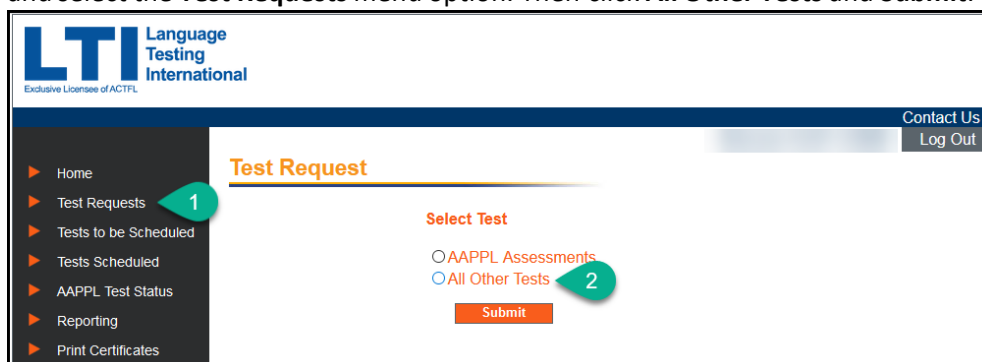
◉ SOBL OPI & WPT

[Continue]

» Click **Retrieve Test Request Template** to download the Excel sheet in which you will enter all student information.

Test Requests Template

Thank you for ordering the OPI and WPT for the Seal of Biliteracy bundle. Tests may be administered through June 15th, 2022.

The Oral Proficiency Interview (OPI) portion is a live conversation with an ACTFL-certified tester and needs to be scheduled at least 10 (and preferably 14) days in advance of your preferred testing date(s). Please take this into account when placing your order. All OPIs must be scheduled by June 1st.

The Writing Proficiency Test (WPT) may be taken online via the Internet Modality or handwritten via the Booklet Modality. The Internet WPT is available immediately once you order your test (or after the start date/time selected in the case of Computer Proctoring). The Booklet WPT must be printed using login credentials that you will receive by email within 30 minutes of ordering. The Booklet Modality is not available with Computer Proctoring.

Please download the test request template by clicking the **Retrieve Test Request Template** button. Once you have finished entering the data into the template, save it on your computer. Click the **Choose File** button below to find the template on your computer. Next, click the **Submit Test Request Template** button. The uploaded data will appear on your screen. Review the data. If the data is correct, click the **Save Test Requests** button. **Your requests will not be processed until you click the Save Test Requests button.**

[Retrieve Test Request Template]

WPT Modality: ◉ Internet ○ Booklet
Select Proctoring Mode: ○ At School ○ Parent/Guardian Proctoring ○ Computer Proctoring

Select template to upload : [Choose File] No file chosen

[SOBL upload Opens between: 1/4/2022 to 6/1/2022]

» On the Excel sheet, please complete all fields with your students' information and your 1st, 2nd, and 3rd choices for 3-hour windows during which the OPI can be administered over the phone with an ACTFL-certified tester.

Time Zone for OPI (Required; select from list.)	1st Choice Date for OPI (Required, e.g. 1/20/2020)	1st Choice Start time for OPI (Required; select from list.)	1st Choice End time for OPI (Required; select from list. Provide 3-hour block.)	2nd Choice Date for OPI (Required, e.g. 1/21/2020)	2nd Choice Start time for OPI (Required; select from list.)
Eastern Standard Time	3/1/2020	9:00 AM	12:00 PM	3/4/2020	12:30 PM

» Once you have entered the information into the Excel file, save it to your computer in a location that you will remember.

» Returning to the **Client Site**, select your Proctoring Mode.

» Next, click the **Choose File** button and browse to the location where you saved the Excel file in order to upload it. Then click **Submit Test Request Template**.

» You'll see your request information on the screen. Please confirm that everything is correct and then click **Save Test Requests**.

State/Province (Required)	District (Required)	School (Required)	Teacher (Required)	Student ID Number (Required - Any format)	Last Name (Required)	First Name (Required)	Language (Required)	Speaking (OPI) (Enter "x" if testing#)	Writing (WPT) (Enter "x" testing#
Test	Test	S1	T1	23364	Test L name	Test F Name	Polish	X	X

Proctoring Guide

Proctoring the OPI

» We recommend that a land line be used for the OPI to ensure strong connectivity with the tester. If a land line cannot be accessed, a cellular phone can be used as long as it has good reception.

» Students must be provided with a quiet space where they can complete the OPI without interruption. The OPI will take approximately 15-20 minutes to complete but please allow up to 30 minutes. It's important for students to arrive on time. If they are even 5 minutes late, that arrival time can result in a "No Show" fee of $60 and the assessment must be rescheduled.

- At the scheduled time, dial **914-220-0080** or **1-877-314-7042.**
- Following the first prompt, press **1.**
- Then, enter the test access code. (Students will each have a unique access code that is provided once their test has been scheduled.)
- Wait a few seconds to be connected to the tester.

» **NOTE: T**he above steps must be repeated for each student if multiple OPIs have been scheduled for the same day and time slot. It is recommended that multiple proctors be present to assist in completing the above steps within the first 1–2 minutes of each appointment time to ensure that students are ready at their start time. Students that dial in late to their appointment may be deemed a "No Show."

Proctoring the Internet-Based WPT

Several Days Before Testing

» Review the **Technical Requirements** for delivering the WPT.

» Conduct a **System Check** on all computers being used to administer the WPT.

o For Amharic, Bangla, Bulgarian, Cantonese, Dari, Gujarati, Hebrew, Hindi, Malayalam, Pashto, Russian, Swahili, Tamil, Thai, Ukrainian, Urdu, and Vietnamese, language-specific keyboard layouts must be set up to enable typing in the language. Select the operating system for the device being used and follow the directions provided to complete the set-up: Windows 10, Windows 8, Chromebook, MacOS, iOS. For Android tablets, consult your device's online support to determine how to change keyboard input settings.

o Please note that the System Check page includes a space in which to practice typing for any of the above languages that require the installation of a keyboard layout.

o The System Check page also provides an example of the on-screen special character functionality; the palette included on the page shows special characters from several different languages as an example. When taking the test in Albanian, Bosnian, Croatian, Haitian Creole, Polish, Tagalog, Turkish, and Yoruba, the on-screen special character support will provide the

special characters specific to each of those languages wherever students will be entering text.

» Print the Student Testing Labels with students' WPT log-in credentials and cut into individual tickets, one for each student

To Begin WPT Testing

» Students will have up to 90 minutes to respond to four writing prompts. The test is timed.

» **Once students begin the test, they have access to it during a two-hour window. Students' login information expires two hours after their test is first accessed, so please plan accordingly.**

» Ensure a secure testing environment. No papers, pens, pencils, notes, dictionaries, cell phones, cameras, or electronic devices are allowed in the testing room.

» Distribute Student Testing Labels.

» Direct students to the URL provided on their testing labels to log in to the test: http://wpt.actfltesting.org.

During Testing

» Actively monitor the room during testing to ensure that students are not talking to one another or looking at each other's computer screens.

» Quietly assist any individual students with navigating through the test instructions or with technical questions about their computers. **Do not help them answer any questions.**

» Neither the proctor, students, nor any other party shall make a copy—by hand, camera, phone printer, or any machine—of any test materials.

» The proctor must remain in the room with students for the duration of the test, in its entirety, to ensure that students do not use any resources (dictionaries, grammar texts, notes) or call upon the assistance of others to help them with answering the test prompts.

» Contact your local IT support if any technical assistance is required with a student's computer. Contact LTI if your local IT support cannot resolve an issue.

» Should a computer freeze-up or the program close, simply sign the student back into the test and restart it. The test will automatically resume from the point at which the student was disconnected, as long as it is within the two hour window.

» Destroy/delete test taker login information once testing is complete.

Proctoring the Booklet Writing Proficiency Test (WPT)

Several Days Before Testing

» You will receive login credentials by email that will allow you to log in to download and print the booklet(s).

» Follow the instructions in the email to print the WPT booklet and Transmittal Control Sheet. Click the link in the notification email and enter the username and password provided to access the file you need to print.

» You will be prompted to select the test(s) you wish to print from a list and agree to the Penalties for Copyright Infringement.

» The booklet PDF will open and you will need to reenter the password you used to access the download site, which was included in the notification email.

» You may also save the file to your computer using the download button in your browser or the Print to PDF option.

» Print the booklet and keep it in a safe place until it is time to take the test.

» Log out of the site once the booklet is printed.

To Begin Testing
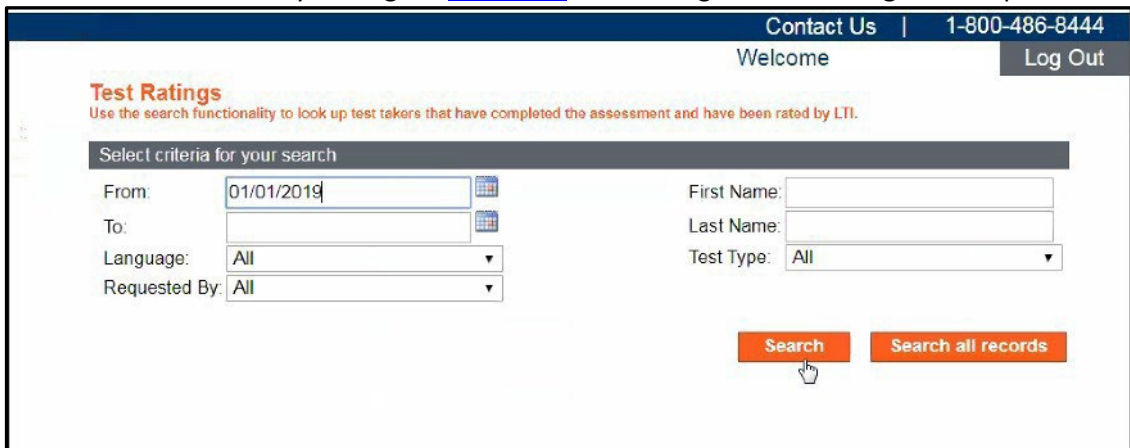
» The WPT can be taken at any time once you print the booklet(s).
» Secure the testing environment. No papers, notes, dictionaries, cell phones, cameras, or electronic devices should be allowed in the testing room.
» Give test takers the WPT booklet and supervise them while completing the WPT. Don't help them to answer any questions on the test.
» Limit the test to 60 minutes. Once 60 minutes have passed, stop testing and collect the booklet(s).

After Testing

» Complete and sign the Transmittal Control Sheet.
» Scan the completed booklet and Transmittal Control Sheet.
   o The documents should be saved as .PDF files.
   o You may use your computer and a connected scanner to scan the documents, or you may use a free smartphone app to scan and create the .PDF files. Some easy-to-use and reputable free scanning apps are:
      • Adobe Scan
      • Microsoft Office Lens
» Email the scanned files as attachments to wptupload@languagetesting.com
» You will receive an email confirmation when LTI receives the scanned documents. Once you receive confirmation, please destroy and discard the booklet.

After an OPI or WPT Have Been Administered

» Both the OPI and WPT tests are human rated by ACTFL-certified raters. The results for these assessments will be made available within a maximum of three weeks.

» Scores can be accessed by visiting the Client Site and clicking the **Test Ratings** menu option.

» From there you will be able to view student ratings and also print their certificates when applicable.

» Remember that students' certificates are confidential and should be handled accordingly.

» On the following page you can see an example of what a Seal of Biliteracy Certificate looks like.

ACTFL
Language Proficiency Certificate
EXCLUSIVELY THROUGH LTI

CERTIFICATE FOR

HAITIAN CREOLE

ORAL PROFICIENCY INTERVIEW &
WRITING PROFICIENCY TEST
FOR THE SEAL OF BILITERACY

Sandra Student

Recipient Name

IH	AL	123456
OPI Rating	WPT Rating	Certification / Verification #

March 4, 2020

Test Date

Best High School	United States
Testing Site	Country

ACTFL Executive Director

ACTFLOPI&WPT
FOR THE SEAL OF BILITERACY

To verify this proficiency rating using the certificate #, visit www.languagetesting.com/verify
To learn more about the Seal of Biliteracy, visit https://sealofbiliteracy.org/

Questions? Contact us

If you have any additional questions, please contact us at:

Language Testing International (LTI)
580 White Plains Rd, Suite 660
Tarrytown, NY 10591
Phone: 914-963-7110 or 800-486-8444
Fax: 914-963-7113
Email: aapplhelp@languagetesting.com
www.languagetesting.com

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