



AAPPL Parent/Guardian Proctoring Guide for Schools

ACTFL and LTI are proud to offer multiple options to ensure that you and your students have access to AAPPL testing whether in school or out of school. This guide will prepare you to offer out of school testing with Parent/Guardian Proctoring.

Please remember that testing proctors should be parents, guardians, or other trusted adults who can be responsible for securing the test taking environment at home. Proctors will likely contact schools if they have questions while setting up their devices for the AAPPL or with general questions about the testing process. This document will help with frequent questions and troubleshooting needs.

Quick Links

AAPPL Demo/Technical Requirements:	https://www.languagetesting.com/aappl2-demo
AAPPL System Check:	https://aappl2.actfltesting.org/systemcheck
To Take the Test:	https://aappl2.actfltesting.org

Customer Support Information

Please contact LTI's Customer Support Team for issues related to logging in or if there are other technical issues that you are unable to resolve. Before requesting technical support, please have proctors run the [System Check](#) and complete the [demo](#), following all instructions. Ensure they've entered the correct ID and Password at <http://aappl2.actfltesting.org>. This will save time and help to troubleshoot most common technical issues.

- » You can reach LTI's Customer Support team by emailing AAPPLHelp@languagetesting.com. LTI's Customer Support team will respond by the next business day.
- » LTI is available for live support by phone at (914) 963-7110 (select option 1), Monday through Friday, 8am-7:00pm Eastern Time (excluding US holidays).
- » Please note that in order to comply with federal privacy regulations such as FERPA and COPPA, LTI is not able to communicate directly with students or parent/guardian proctors. If one of your students testing with Parent/Guardian proctoring experiences technical issues that you are not able to assist with, please contact LTI on their behalf including information about the student's device and any related error messages or screenshots that will help us to provide troubleshooting guidance.

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Before Testing

Test Familiarization

- Encourage proctors and test takers to learn about the AAPPL by reviewing the [Test Taking Tips videos](#).
- Urge test takers to work through the available [Demos](#) to familiarize themselves with the format of the AAPPL and its modes.
 - » **Note:** We recommend having test takers practice taking the AAPPL Demos with the same device and setup that will be used for test administration to ensure that there are no sound, keyboard, or other technical issues. Please see below for technical set up instructions.
 - » **Note:** You can feel confident directing your students to the links to the Demos and Test Taking Tips videos, as they correspond to pages on our website that are compliant with COPPA requirements for child-directed content and will not track visitors, collect any personal identifiable information (PII), and do not link to any other pages that do.
- The AAPPL includes up to four separate test components that each assess different modes of communication in the language: Interpretive Listening (IL), Interpretive Reading (IR), Presentational Writing (PW), and Interpersonal Listening & Speaking (ILS). Please let families know which of the four components are ordered by your school, and provide any specific instructions if applicable regarding the preferred order of taking test components, etc.
 - » **Note:** While the individual modes are not timed, each one will take approximately 30–45 minutes. The Presentational Writing (PW) mode may take test takers approximately an hour to complete.
 - » Please see the first page of this document for direction on contacting support for AAPPL testing.

Technical Requirements

- The AAPPL is designed to function on the most commonly available technology: broadband internet; an up-to- date version of Google Chrome, Microsoft Edge, Firefox, or Safari browsers. The System Check described below will help to identify any potential issues with computer and browser settings.
- System Requirements:
 - » **Computer:**
 - Operating System: Windows 7, 8.1, or 10; Mac OS C; Chrome OS

For Customer Support queries, please email aapplhelp@languagetesting.com or call LTI

Monday through Friday, 8am-7:00pm Eastern Time (excluding US holidays). Updated: 9/13/2022.

- Browser: We recommend running the latest supported browser for the platform.
 - » Windows: Microsoft Edge, Chrome, Firefox, and Opera
 - » Mac OS C: Chrome, Firefox, and Safari
 - » Chrome OS: Chrome
 - Audio: During the AAPPL test, a series of audio/video prompts will play. Computers must be able to play audio/video files.
 - Resolution: 1024×768 or higher
 - » **Tablet:**
 - Operating System: Any tablet capable of running Chrome v65, Chrome Dev v65 or iOS Safari v11 is sufficient.
 - Browser: We recommend running the latest supported browser for the platform.
 - » Android: Chrome
 - » iOS: Safari
- Proctors should gather the following materials to perform the [System Check](#) and eventually administer all test components.
 - » Audio headset, earbuds, or similar audio listening device
 - » Microphone (internal to the computer or as part of a headset)
 - » Computer or tablet with a strong connection to Wi-Fi
 - Have proctors set up and test the keyboard, audio device, and microphone that will be used for the test by conducting a [System Check](#) on the computer or tablet that will be used to administer the AAPPL. This process should take no more than 30 minutes to complete.
 - » **Note:** The [AAPPL Proctoring Guide](#) provides setup and troubleshooting instructions specific to Apple iPads.
 - » **Special instructions for Chrome browser users:** 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 test session in order to confirm that the Live Caption feature is not enabled. 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. It is extremely important that all test takers complete the System Check and disable Live Caption if needed, as leaving it enabled may affect their test scores.

Please see [this document](#) for details regarding Chrome Live Caption, including instructions for assisting your students in disabling it if necessary.
 - Keyboard support for the Presentational Writing (PW) test component:
 - » If proctors will be administering the Presentational Writing test component in Arabic, Chinese (Mandarin), Japanese, Korean, Russian, or Thai, language-specific keyboard layouts must be set up for test takers to accurately type special characters.
 - Please follow the instructions on the [System Check](#) page. 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](#), [iPad OS](#). For Android tablets, consult your device's online support to determine how to change keyboard input settings.
 - You should verify that the keyboard of choice works with the AAPPL Presentational Writing (PW) demo tests at www.languageTesting.com/aappl2-demo. This will ensure keyboard compatibility with AAPPL's security features. AAPPL will use any language keyboard input except pop-up, on- screen keyboards.
 - **Note:** Transliteration keyboards of any kind are not acceptable forms of input on ACTFL assessments.
 - » If proctors will be administering the Presentational Writing (PW) test component in French,

German, Italian, Portuguese, or Spanish, on-screen special character support is provided wherever test takers will be entering text. No additional setup is required.

- Those taking the Presentational Writing (PW) component on a Windows-based computer may also use [ALT codes](#) if that's preferable or more comfortable for the test taker.
- » All test takers can practice inputting special characters in their testing language on the [Demo Page](#).
- Your school will need to provide families with log-in credentials for the test. Please remind proctors to use this information to log test takers in for each testing session and then keep the login credentials in their possession in a place where no one else can access them between sessions.

AAPPL Testing Security Features

- **In order to ensure test security and confirm that each test taker's responses are genuine, ACTFL and LTI have implemented several test-security features.** Many such features are “invisible”; however, the following functions are automatically disabled once you log into an ACTFL assessment. Please don't consider them to be a malfunction of any devices or of the AAPPL assessment.
 - » The right-click feature of your mouse
 - » The browser back button
 - » The Copy, Paste, and Cut keyboard shortcuts (Ctrl + c, Ctrl + v, and Ctrl + x)
 - » The Google Translate browser extension, if installed

Additionally, if test takers leave the browser window within 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 with the assessment.

Please note that the testing system logs each of these events; if the test-taker is logged out by clicking away from the test an excessive number of times, it will be reported to your school.

While Testing

To Begin Testing

- Proctors should ensure a secure testing environment. No papers, pens, pencils, notes, dictionaries, cell phones, cameras, or electronic devices should be allowed in the testing room.
- 15 minutes before testing, proctors and students should run the [System Check](#) again, in order to avoid any potential technical difficulties caused by automatic updates.
 - » **Special instructions for Chrome browser users:** 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. 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. 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 students in disabling it if necessary.

- Navigate to this address to log into the test: <http://aappl2.actfltesting.org/>.
- Proctors should log the test taker into the test. (Please request that they not give the log-in credentials to test takers directly).
 - » **Note:** If testing over multiple sessions, these will need to be used later for the other modes. Proctors should keep them in a secure location between testing sessions.

During Testing

- Proctors should actively monitor the room during testing to ensure that the test taker is not communicating with others or using prohibited resources, especially electronic devices of any kind.
- If the test taker needs help navigating through the test instructions or requires technical assistance with their computers, proctors should provide it **without helping them answer any questions**.
- Test takers can use the zoom-in feature to better see the details in the photos within the test. They can do so by holding the Ctrl key and pressing + and - to zoom in and out.
- Should the computer freeze-up or the program close, proctors should simply sign back into the test to restart it. The test will automatically resume from the point at which the test taker was disconnected.
- At the conclusion of the testing session, proctors should store the login credentials to ensure the test taker is not able to access the test outside of the proctored environment. These login credentials will be needed for later test sessions.

When Administering the Interpersonal Listening/Speaking (ILS)

- Proctors should ensure that a quiet testing environment is maintained throughout the testing session. The AAPPL ILS records the test taker's speech, and the recordings are scored by human raters. If there is too much background noise, it could interfere with the raters' ability to score the tests, rendering them Unratable (UR).
- Immediately after the end of each video prompt, the recording feature will start automatically. The microphone button will turn bright red, indicating that the microphone is on. Test takers will also hear a beep, which signals the recording feature has started.
- Test takers will be able to replay the video once. The replay option will only be available for 7 seconds after the end of the video.

When Administering the Presentational Writing (PW)

- On average, the Presentational Writing section takes approximately 45 minutes and shouldn't take more than 60 minutes to complete. Proctors should help test takers manage their time. Some test takers tend to spend too much time writing one answer, and as a result, they run out of time to complete the test. It is suggested that proctors provide time checks to test takers to help them manage their time effectively.

When Administering the Interpretive Listening (IL) and Interpretive Reading (IR)

- Test takers should be aware that, when taking the AAPPL, you may only move forward in the test. Once the **Next** button is clicked, they will not be able to return to an item. Within a set of items, however, they will be able to move back and forth. Arrow buttons will indicate that this is possible. Once all the prompts are answered, the **Next** button will appear. They may then move to the next set of questions.

After Administering Each Test Component

- The test taker should not have access to their log-in credentials to ensure they cannot access the test outside of the proctored environment. Once testing is complete, proctors should destroy/delete the credentials.