



# ACTFL

Language Proficiency & Performance

EXCLUSIVELY THROUGH LTI

## AAPPL Computer Proctoring Student Guide

This guide will help you to prepare to take the AAPPL with Computer Proctoring successfully at home. Please refer to the sections listed below.

### Contents

AAPPL Computer Proctoring FAQs.....	1
AAPPL Testing Guide for Computer Proctoring.....	4
Quick Links.....	4
Computer Proctoring Checklist .....	4
Tips .....	5
AAPPL Computer Proctoring Step-by-Step .....	5
Special Instructions for Mac OS users .....	15

## AAPPL Computer Proctoring FAQs

### » What is the AAPPL?

AAPPL stands for ACTFL Assessment of Performance toward Proficiency in Languages®. Your school or world languages teacher has chosen this test to help measure your progress in the language. The test includes up to four (4) sections or "modes," depending on what your teacher or school has ordered for your class. The four modes test listening, reading, speaking, and writing. Your teacher or school will let you know which of the four modes have been ordered for you, based on your level of proficiency and testing goals.

### » Are there any resources available for practicing before the test?

Yes. You should review ACTFL's [Test Taking Tips videos](#), and you should complete the [Demo](#) test using the same computer you plan to use when you take the test. Pay special attention to the instructions for setting up and verifying your keyboard for typing in the test language if you will be taking the Presentational Writing (PW) AAPPL component.

### » Is it difficult to take the AAPPL at home with Computer Proctoring?

No. It's easy! You'll just need a desktop computer or laptop with the Google Chrome browser (Version 80 or higher) installed on it. You'll add an extension to the [Chrome browser](#) that will enable you to connect to the computer proctoring system. The system will protect the integrity of the testing process by recording your face on webcam, as well as all activity on your computer screen during testing. This way, the proctoring system will be able to detect any possibly dishonest activity and report it to your school/teacher, but also ensures that you are protected by recording everything that happens while you take the test. **Please be aware that the camera is recording you and your**

testing area including your surroundings, ambient sounds, background conversations, etc.

### » How does Computer Proctoring work?

These are the basic steps involved in Computer Proctoring your test. Full step-by-step instructions can be found starting on page 4:

- » Your teacher will send you a username that will allow you to access the AAPPL and automatically connects you to the computer proctoring system.
- » While you take your test, the computer proctoring system will record you on your webcam and the activity on your computer screen.
- » Using AI technology, the proctoring system will detect any potentially prohibited activities that occur while you're testing. If such activities are detected, your video will be flagged for review. See below for detailed instructions on how to prepare your computer and testing space for successful computer proctoring.
- » If all is well and no prohibited activities are confirmed, your test scores will be released to your school 1-2 weeks after you take the test.
- » If prohibited activities are confirmed, your school will be notified, and your test may be deemed Unratable.

### » How do I prepare my computer and room for testing?

To prepare your testing computer and environment, you should:

- » Make sure that the room you are in is quiet and private, and that you are alone.
- » Prepare your space to be recorded on camera. There should not be any items that you would wish to keep private in sight of the camera.
- » Turn off any music, TVs, or other background sounds.
- » Turn on the lights so that the space is well-lit.
- » Only use one keyboard, mouse, and monitor.
- » Sit directly in front of your webcam so that your face is centered on the screen.
- » Close all other programs, browser tabs, and websites on your computer.

### » How long does the AAPPL take?

The test is not timed; however, each mode of the AAPPL takes 30 to 40 minutes. (The writing mode can take up to an hour.) The entire test takes approximately 2.5 hours total. We recommend that you divide the test into two sessions of just over an hour each so that you don't get too tired and can perform your best.

### » Do I need any special equipment to take the AAPPL? What about for computer proctoring?

Yes. You will need a computer, Internet access, and headphones or speakers. Additionally, you will need a microphone for the Interpersonal Listening and Speaking (ILS) component to record your spoken responses to a virtual video-based chat partner. Most computers these days already have such features, which means you probably won't need to get any new equipment. To be sure, please run a [System Check](#) on your system prior to starting the test. If you need additional set-up guidance, please contact your school.

For Computer Proctoring you will need to have Version 80 or higher of the [Chrome browser](#) installed and the ability to add the computer proctoring extension to it in order to monitor the test-taking process. You will need a working webcam in a well-lit space without other people, background noise, or distractions present.

**Important Note about Chrome Live Caption:** Due to a recent update to the Chrome browser, it is now necessary for students using Computer Proctoring 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 you to contact your teacher for instructions to disable the feature in Chrome. It is extremely important that you complete the System Check and disable Live Caption if

needed, as leaving captioning enabled will lead to violations being reported in your computer proctoring videos and may affect your test scores.

#### » Are there security features for the AAPPL?

Yes. The AAPPL has several test-security features. First, you must take an honor pledge at the beginning of each AAPPL mode. Second, you will be logged out of the test automatically if you navigate away from the test and open another program, browser window, or tab. Other features that are automatically disabled by the test include:

- » the right-click feature of the 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.

#### » What actions will be flagged by the Computer Proctor?

During testing you must not do any of the following, as these actions are prohibited and will be detected by the Computer Proctor and flagged as possible violations:

- » use electronic devices of any kind,
- » use books or notes or write anything down,
- » have other people in the room with you (including walking by),
- » leave the room or step away from your computer,
- » open other programs or websites on your computer,
- » take notes by hand or on your computer,
- » use more than one monitor on your computer,
- » talk to anyone.

#### » What happens if my video gets flagged?

If your video gets flagged, it will be sent to LTI (the testing company) for review. You will not know at the time if your video is being flagged; that happens entirely in the background while you take your test. If flagged, LTI will check the relevant portions of your video to verify that there was no suspicious activity related to possible academic dishonesty. If all is well, your test scores will be released to your school/teacher approximately one week later. If there is suspected dishonest activity, your school/teacher will be notified, and your test may be scored as Unratable. Just as if you were taking this test in your classroom at school, your school's academic honor code is in effect while you test with the Computer Proctor.

#### » Whom should I contact if I need help?

If you need technical assistance, please contact your school for advice and guidance. You can also contact the Computer Proctoring provider directly via the methods at this link: <https://www.proctortrack.com/support/>. Please know that in order to comply with federal regulations concerning the online privacy of users under the age of 18 such as FERPA and COPPA, LTI is not able to communicate with students or their parents directly. Your school should be able to assist with any questions or contact LTI on your behalf if needed.

# AAPPL Testing Guide for Computer Proctoring

## Quick Links

Demo/Technical Requirements:	<a href="https://www.languagetesting.com/aappl2-demo">https://www.languagetesting.com/aappl2-demo</a>
AAPPL System Check:	<a href="https://aappl2.actfltesting.org/systemcheck">https://aappl2.actfltesting.org/systemcheck</a>
To Take the Test:	<a href="https://tms.languagetesting.com/AutomatedRPAssessment/">https://tms.languagetesting.com/AutomatedRPAssessment/</a>
Video Walkthrough:	<a href="https://www.youtube.com/watch?v=A-X_tM5j35g">https://www.youtube.com/watch?v=A-X_tM5j35g</a>
Animated Tutorials:	Part I: <a href="https://www.youtube.com/watch?v=r3lcI9tsvhA">https://www.youtube.com/watch?v=r3lcI9tsvhA</a> Part II: <a href="https://www.youtube.com/watch?v=gWgCtm7w2e0">https://www.youtube.com/watch?v=gWgCtm7w2e0</a> Part III: <a href="https://www.youtube.com/watch?v=S44WSL3wMlc">https://www.youtube.com/watch?v=S44WSL3wMlc</a>

## Computer Proctoring Checklist

- ☐ Review the technical requirements, configure the computer to be used for testing, and complete the [System Check](#).
  - **Important Note about Chrome Live Caption:** Due to a recent update to the Chrome browser, it is now necessary for students using computer proctoring 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 you to contact your teacher for instructions to disable the feature in Chrome. It is extremely important that you complete the System Check and disable Live Caption if needed, as leaving captioning enabled will lead to violations being reported in your computer proctoring videos and may affect your test scores.
- ☐ Work through the [Demos](#) and test your keyboard for the Presentational Writing component.
- ☐ Watch the [YouTube walkthrough](#) for Computer Proctoring.
- ☐ Plan the timing and distribution of the up to four testing components you'll be taking (your teacher or school will provide specifics on that). They take 30-45 minutes each, and up to 60 minutes in the case of the Presentational Writing.
- ☐ Prepare the computer on which you'll be testing by ensuring that [Google Chrome](#) (Version 80 or higher) is installed and up to date.
- ☐ Make sure that the area where you are taking the test is quiet and that there are no prohibited materials present such as cell phones, pens and paper, books, etc.
- ☐ Remember that you must stay in the video frame the entire time you are testing. Also remember that the computer proctoring tool will be recording you at all times. Please behave as if you were testing in a regular classroom with your teacher watching.
- ☐ Log into the test using the log-in credentials provided by your teacher or school.
- ☐ Set up your profile on the computer proctoring site.
- ☐ Log back into the computer proctoring site to take your test.
- ☐ End the proctoring session when you are done testing for the day.

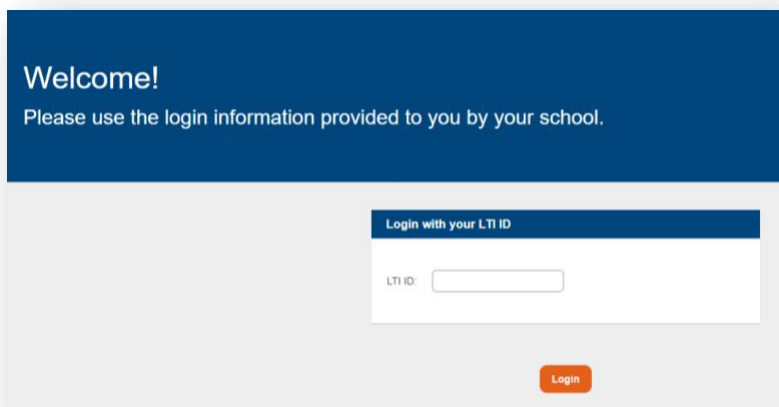
# Tips

- » During the setup process, there are several points at which the page may take up to ten seconds (or even more, depending on your internet connection) to load. Please just be patient and don't click the **Back** button.
- » Remember that if you click away from the test tab in Chrome, the system will log you out of the test. If that happens, you will need to return to <https://tms.languagetesting.com/AutomatedRPAssessment/>, log back in with your LTI ID, re-take your face scan, and agree to the terms. Then the test will reload at the point where you left off.
- » Mac OS users: please see special instructions at the end of this document if you encounter issues during setup.
- » Due to differences between individual computers and versions of Chrome, as well as continuing improvements to the computer proctoring system and process, the screenshots and exact steps shown below may vary slightly from what you see. If something is slightly different, just read the instructions on your screen; they'll tell you what you need to do next!

## AAPPL Computer Proctoring Step-by-Step

### 1. Log in to the testing site

Computer proctoring will only work via the free [Chrome browser](#), so please make sure it is installed (Version 80 or higher) before beginning. Using the LTI ID provided to you by your school or teacher, open Google Chrome and log into [this site](#).



Welcome!

Please use the login information provided to you by your school.

Login with your LTI ID

LTI ID:

Login

## 2. Read the welcome screen carefully.

Take note of the Computer Proctoring requirements and prepare your testing space according to the instructions. Then click **I Agree**.

Please review the [Computer Proctoring Guide for Students](#) for step-by-step instructions to help you navigate the Computer Proctoring Process.

The Computer Proctor will protect the integrity of the testing process by recording your face on webcam as well as the activity on your computer and screen during testing. In this way, the proctoring system will detect any possibly prohibited activity and report it to your school/teacher, but also ensures that you are protected by recording everything that happens while you take the test.

To prepare your testing computer and environment, you should:

- Make sure that the room you are in is quiet and private, and that you are alone.
- Turn off any music, TVs, or other background sounds.
- Turn on the lights so that the space is well-lit.
- Only use one keyboard, mouse, and monitor.
- Sit directly in front of your webcam so that your face is centered on the screen.
- Close all other programs and websites on your computer.

By clicking I Agree below, you accept the following:  
During testing, you will not:

- use electronic devices of any kind,
- use books or notes or write anything down,
- have other people in the room with you,
- leave the room or move away from your computer,
- open other programs or websites on your computer,
- or take notes by hand or on your computer.

If any of these actions occur, your proctoring video will be flagged for further review to rule out a potential violation. If upon review there is suspected dishonest activity recorded by the Computer Proctor, your school/teacher will be notified and your test may be scored as Unratable. Just as if you were taking this test in your classroom at school, your school's academic honor code is in effect while you test with the Computer Proctor.

All of the materials accessed during testing are the sole property of ACTFL and LTI and must be kept confidential. They are not to be shared, disclosed, recorded, transferred or revealed to any third parties.

I have read and agree to [LTI's Privacy Policy Statement](#).

Please click **I Agree** in order indicate your acceptance of these policies and proceed to testing.

**I Agree**

## 3. Test Details

On the next screen you can view the details of your test and the Start and End date for testing. Please be sure to take all components of your test before the End Date/Time. You will not be able to begin your test before the Start Date/Time that your teacher requested for you. Click **Connect to Remote Proctor for Verification** in order to proceed.

Candidate Name	ID	Language	School	Grade	Test & Status	Start Date/Time	End Date/Time
						19, Apr 2020 04:00:AM	31, May 2020 04:00:AM

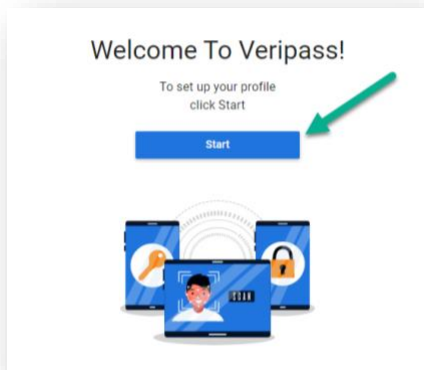
**Connect to Remote Proctor for Verification**

## 4. Provide your date of birth. You must enter your date of birth accurately.

If you are younger than 13 years old, please do not proceed with testing and contact your teacher.

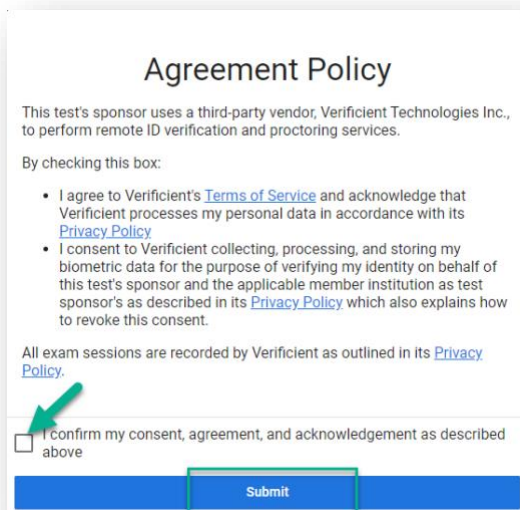
## 5. Profile set up

You will now set up your profile for Computer Proctoring. Click **Start** to begin.



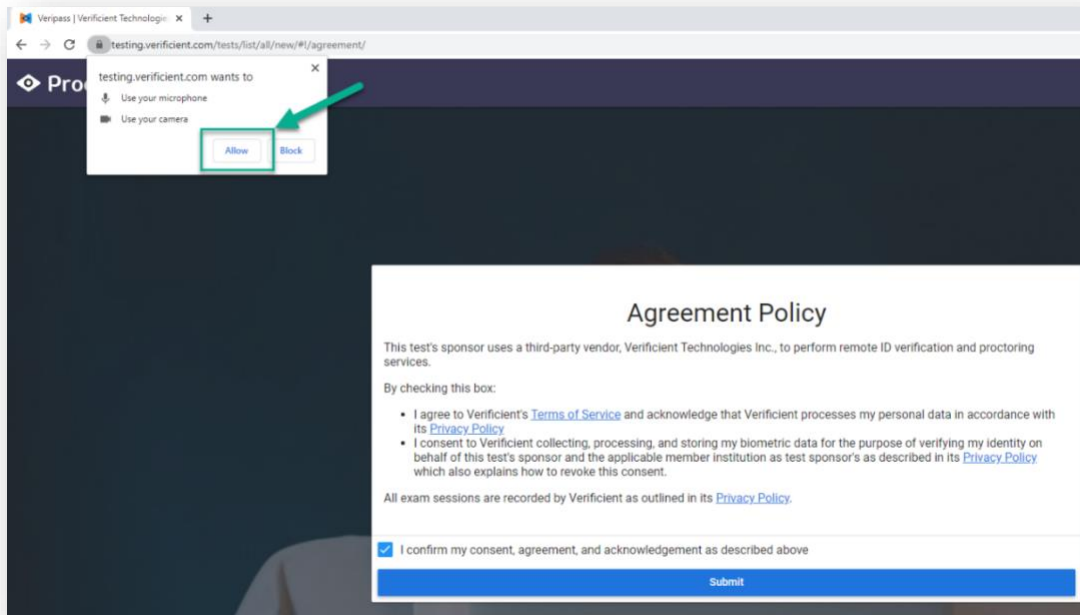
## 6. Confirm your consent to the computer proctoring service's policies.

Review the policies, then check the box and click **Submit** to continue. You can see the computer proctoring service's [Privacy and Security Pledge](#) here.

A screenshot of the 'Agreement Policy' screen. The title 'Agreement Policy' is at the top. Below it, a paragraph states: 'This test's sponsor uses a third-party vendor, Verificent Technologies Inc., to perform remote ID verification and proctoring services.' This is followed by 'By checking this box:' and a bulleted list of two items: 'I agree to Verificent's [Terms of Service](#) and acknowledge that Verificent processes my personal data in accordance with its [Privacy Policy](#)' and 'I consent to Verificent collecting, processing, and storing my biometric data for the purpose of verifying my identity on behalf of this test's sponsor and the applicable member institution as test sponsor's as described in its [Privacy Policy](#) which also explains how to revoke this consent.' Below the list, another paragraph says: 'All exam sessions are recorded by Verificent as outlined in its [Privacy Policy](#).' At the bottom, there is a checkbox followed by the text 'I confirm my consent, agreement, and acknowledgement as described above'. A green arrow points to the checkbox. Below the checkbox is a blue button labeled 'Submit'.

Once you have clicked to confirm and **Submit**, you'll be prompted to allow the computer proctoring site to use your microphone and camera.

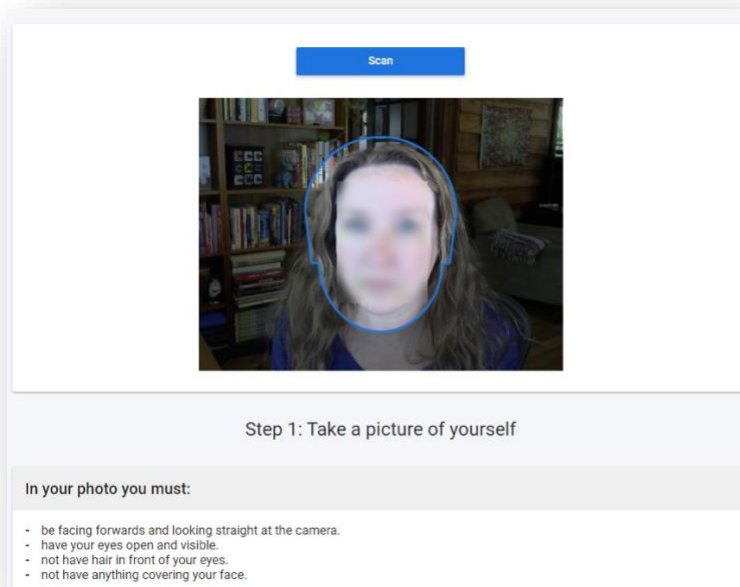
You must click **Allow** in order to proceed to your computer proctoring session and test.



## 7. Photo verification

You will now be required to scan your face and upload the resulting photo to your profile. Be sure to click **Allow** in order to give Chrome permission to use your webcam on the computer proctoring site.

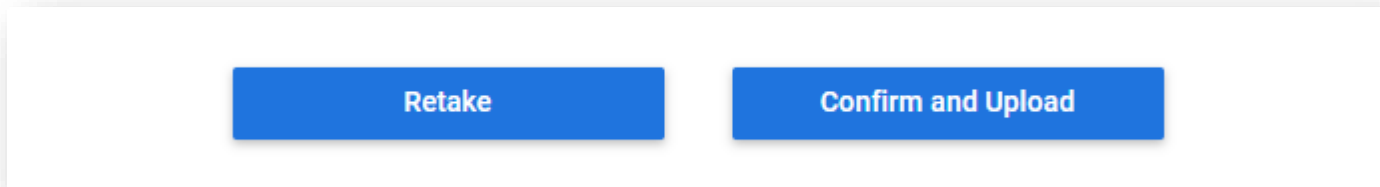
Now, your webcam will become active, and you will see yourself on screen. Line your face up within the blue outline and click **Scan** to take a photo.



In your photo you must:

- » be facing forwards and looking straight at the camera.
- » have your eyes open and visible.
- » not have hair in front of your eyes.
- » not have anything covering your face.

If your photo is not clear or is obscured in some way, the system will require that you retake it. Once your photo meets the requirements, click **Confirm and Upload**.



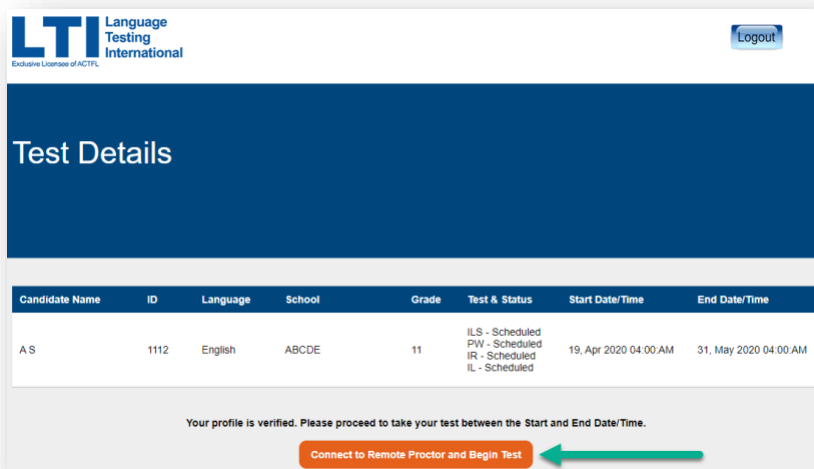
Wait momentarily while the system processes your upload. Once the **Profile Verification** screen loads, click the link to proceed to log in to your computer proctored test at [this site](#).



## 8. Login with your LTI ID.

Use the LTI ID provided by your teacher/school to log back into the system.

## 9. On the Test Details screen, click **Connect to Remote Proctor and Begin Test**.

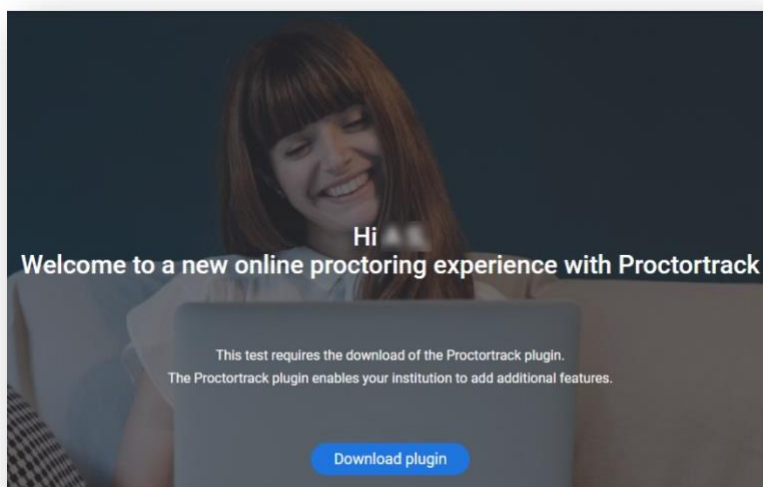


## 10. Click Go To Test.

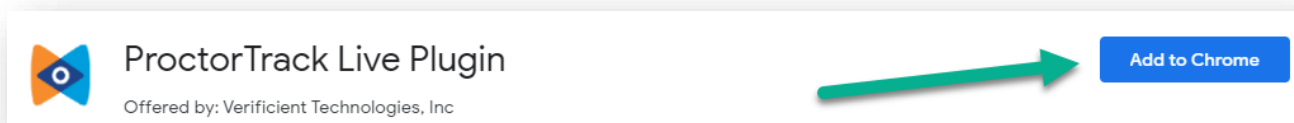
The screenshot shows the ProctorTrack dashboard. At the top left, it says 'Total Tests:1' with a legend: 'Uploaded 0' (blue circle), 'Upload Failed 0' (red circle), and 'Not Attempted 1' (grey circle). Below this is a grey semi-circular progress indicator labeled '0%'. To the right, the 'Onboarding Status: Passed' is shown with a green semi-circular progress indicator labeled 'Passed' and the text 'Your Onboarding data has been saved.' Below these are three tabs: 'Test List', 'Onboarding Data', and 'Notifications'. The 'Test List' tab is active, showing a table with columns: 'Test Name', 'Instructor', 'Start Date', 'End Date', 'Status', and 'Test'. The first row shows a test starting on '04-09-2020, 12:00 AM' and ending on '04-30-2020, 12:00 AM'. A green arrow points to a 'Go To Test' button in the 'Test' column.

## 11. Download the Chrome plugin.

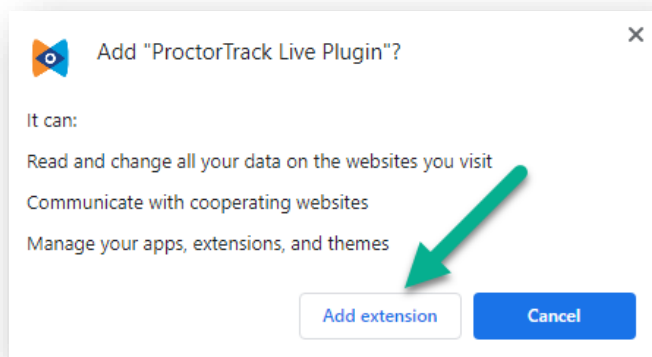
Click the **Download plugin** button.



A new tab will open in Chrome. Click the **Add to Chrome** button in order to download the plugin you need for Computer Proctoring.



When the prompt pops up, click **Add extension**.



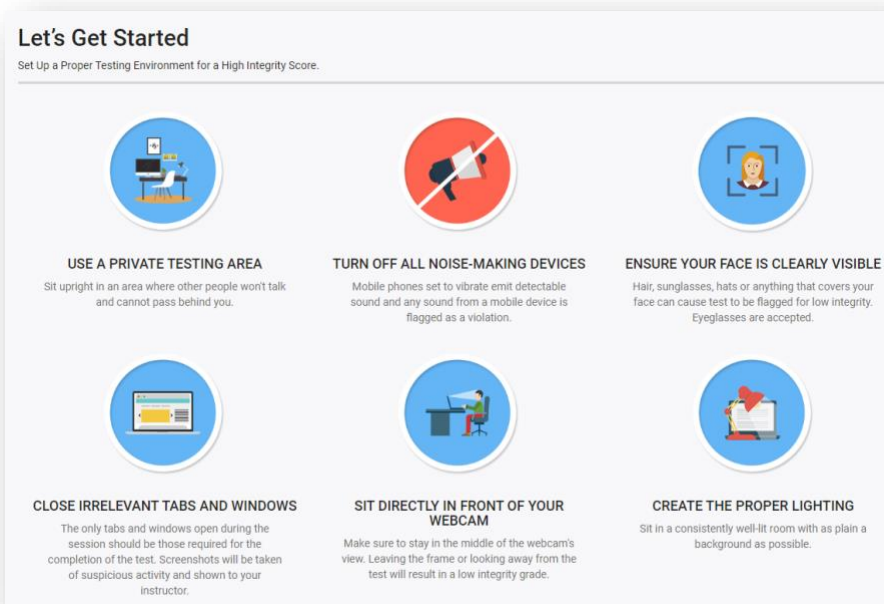
Wait a moment while the extension is added to Chrome. A new page will load briefly. Just wait until the **Let's Get Started** screen appears.

## 12. Confirm your testing environment.

Read the guidance on the **Let's Get Started** page carefully. If you don't follow these guidelines, your Computer Proctoring video may be flagged as containing potential academic honesty violations.

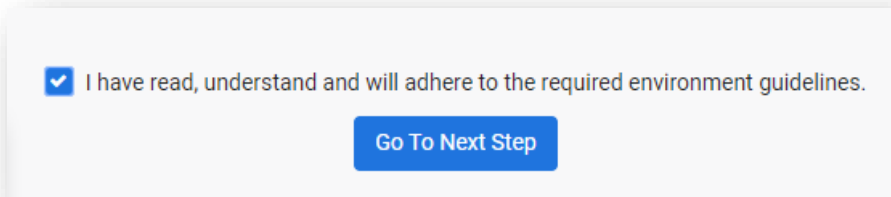
Remember, to prepare your testing computer and environment, you should:

- » Make sure that the room you are in is quiet and private, and that you are alone.
- » Turn off any music, TVs, or other background sounds.
- » Turn on the lights so that the space is well-lit.
- » Only use one keyboard, mouse, and monitor.
- » Sit directly in front of your webcam so that your face is centered on the screen.
- » Close all other programs and websites on your computer.



### 13. Agree to the secure testing environment guidelines.

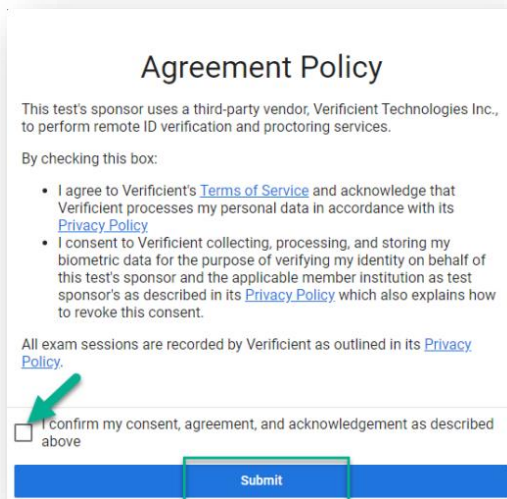
Once you've read through the guidelines carefully and prepared your environment, scroll to the bottom of the page, select the box to indicate that you've read and understood, and click **Go To Next Step**.



☒ I have read, understand and will adhere to the required environment guidelines.

[Go To Next Step](#)

### 14. On the next screen, check the box to confirm your consent to the privacy policies and click Submit.



#### Agreement Policy

This test's sponsor uses a third-party vendor, Verificient Technologies Inc., to perform remote ID verification and proctoring services.

By checking this box:

- I agree to Verificient's [Terms of Service](#) and acknowledge that Verificient processes my personal data in accordance with its [Privacy Policy](#)
- I consent to Verificient collecting, processing, and storing my biometric data for the purpose of verifying my identity on behalf of this test's sponsor and the applicable member institution as test sponsor's as described in its [Privacy Policy](#) which also explains how to revoke this consent.

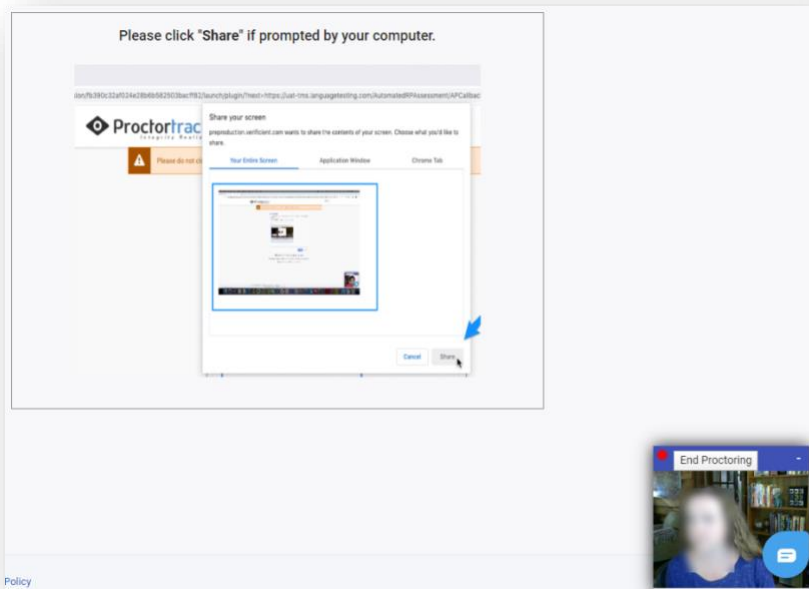
All exam sessions are recorded by Verificient as outlined in its [Privacy Policy](#).

☐ I confirm my consent, agreement, and acknowledgement as described above

[Submit](#)

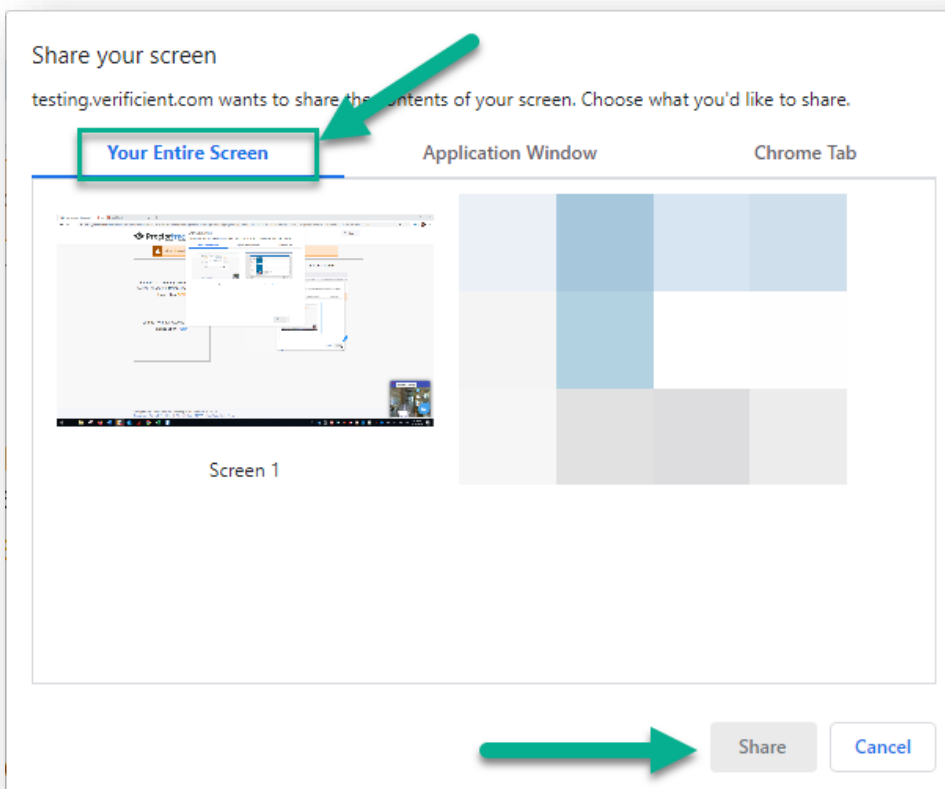
## 15. Repeat the process of taking a photo of yourself with your webcam as described above.

When you click **Confirm and Upload**, your proctoring session will load on the next screen. At this point, your webcam will become active and you will be able to see yourself in a video window in the lower right corner of your screen.



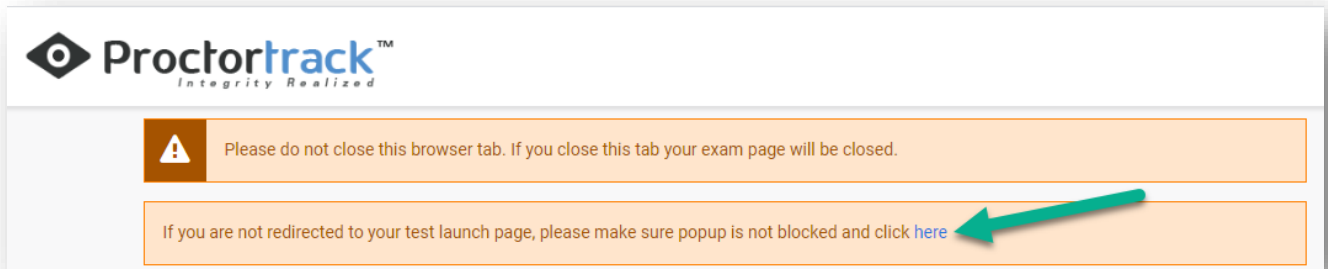
## 16. Share your screen.

Chrome will prompt you to share your screen. It is very important that you select **Your Entire Screen** and then click **Share**.



## 17. Start the AAPPL.

Once you share your screen, there may be a short delay while the AAPPL loads in a new tab. Chrome may also block it from opening. If this occurs, click the link provided on screen to load the test.

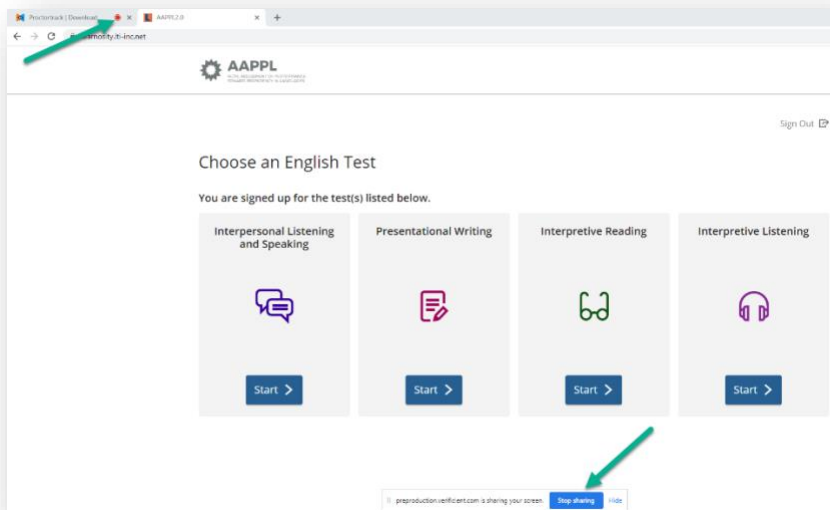


The AAPPL will load in a new tab; you are ready to begin taking the test. Click **Play Video** to watch the introductory video and then click **Next** to advance to the test.

## 18. Take your test.

The AAPPL components your school/teacher have set up for you will all be available. You may work through them all in one session or divide them up over two sessions.

While you take the test, try not to worry about the computer proctoring system. It will be recording you and the room you're in via your webcam as well as everything on your screen. You'll know it's working because you'll see a banner at the bottom of your screen indicating that your screen is being shared, and the previous tab will show the red recording icon.



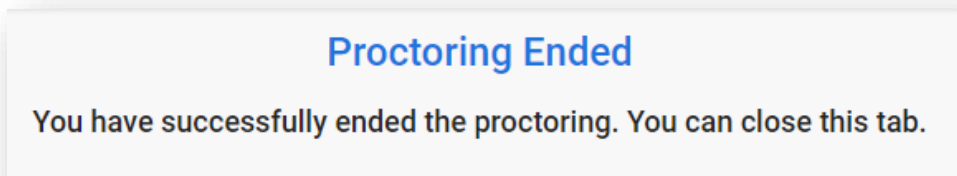
## 19. Finish testing and end proctoring.

Once you're done testing, click **Sign Out** to exit the AAPPL.

You'll see your webcam image at the bottom right. Above it, click **End Proctoring** to stop recording and end your session.



You'll see a confirmation page letting you know that proctoring was successful.



## 20. Initiate a new testing session.

Each time you start a new computer proctored testing session you will need to log in to [this page](#) again and repeat steps 12-19. After the first session, the verification step as well as installation of the extension and configuration of the Chrome settings will not be required.

**Great job!**

# Special Instructions for Mac OS users

If you've never used your Mac computer for video capture or calling with Chrome, you may need to take a few additional steps to configure your browser for computer proctoring.

Within your computer's **System Preferences**, go to the **Security & Privacy** tab.

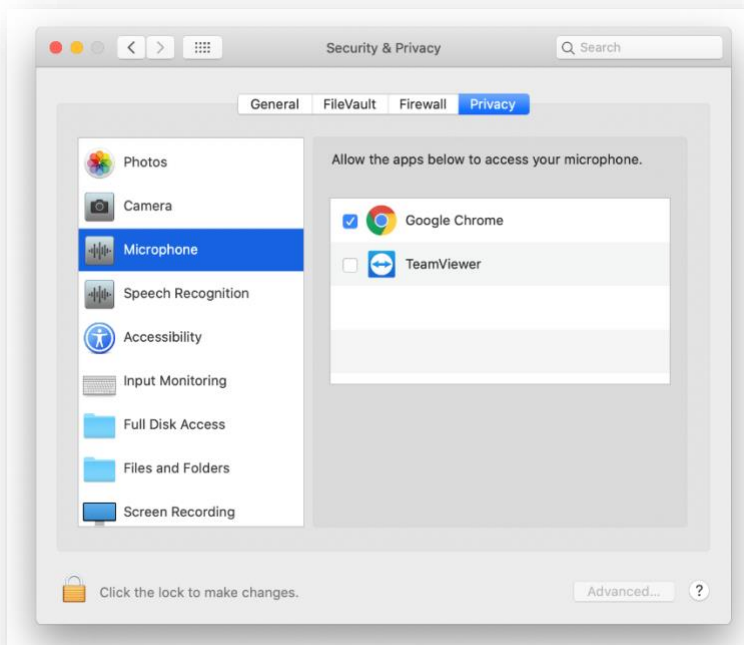
Under that, select **Privacy**

Scroll down through the options and be sure that all of the following have access to Google Chrome.

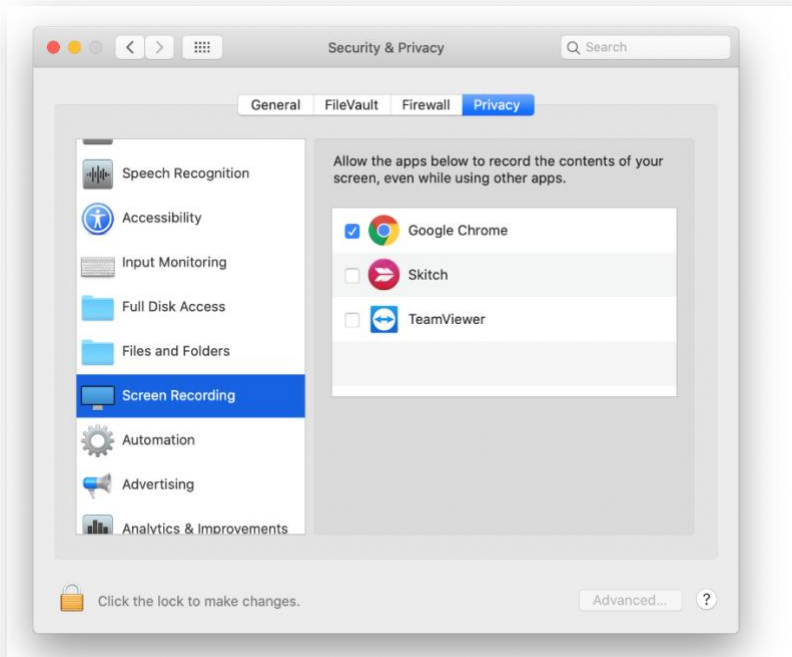
## Camera:



## Microphone:



## And Screen Recording:



After following those steps, you should be ready to begin computer proctoring.