



ALIRA Computer Proctoring Student Guide

This **Testing Guide** will help you to prepare to take the Computer Proctored ACTFL Latin Interpretive Reading Assessment (ALIRA) successfully at home. Please refer to the sections listed below.

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ALIRA Computer Proctoring FAQs

1. What is the ALIRA?

ALIRA stands for ACTFL Latin Interpretive Reading Assessment®. It is a computer-adaptive test of a student's ability to read for comprehension a variety of Latin-language texts similar to those used in an instructional setting. One or two multiple-choice questions accompany each Latin text to test students' understanding of main ideas, supporting details, point-of-view, inferences, or text purpose.

2. What does it mean that the ALIRA is computer-adaptive?

The test is adaptive in nature and will present you with a series of reading passages that will vary based on the reading ability that you demonstrate through your answers to the passages within the test. In other words, since the test is machine-scored, test-takers' correct and incorrect responses as they work through the test determine the sequence in which subsequent reading passages are presented to them by the system.

3. Are there any resources available for practicing before the test?

Yes. If time allows, you should take the [ALIRA Demo](#).

4. Is it difficult to take the ALIRA at home with Computer Proctoring?

No. It's easy! You'll just need a desktop computer or laptop with a recent version of the Chrome browser installed on it. You'll add an extension to the [Chrome browser](#) that will enable you to connect to the computer proctoring system. Please see page 8 for more information on adding the required plugin to your Chrome browser. 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.

5. 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 ALIRA 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.

6. 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.
- » Clear away any personal or confidential items that you would not want recorded by your camera during the session.
- » 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.

7. How long does the ALIRA take?

The ALIRA must be completed within 50 minutes. There is a 50-minute countdown clock for the overall test, and there is a separate timer that appears for each reading passage to inform you of how much time you have left to complete the questions associated with that text.

The amount of time allotted for you to read each text and respond to the corresponding multiple-choice question will vary. The maximum amount of time for any single reading text is five minutes, but many texts will be shorter. The screen will display a timer to show you the time remaining for each passage as you advance through the test.

Test-takers can practice taking the ALIRA Demo to become familiar with the test and the timed reading texts. Below is a screenshot from the ALIRA Demo, which shows the timer for the sample reading text and question.

8. Do I need any special equipment to take the ALIRA? What about for computer proctoring?

Yes. You will need a computer with Internet access that meets the [Technical Requirements](#). Most computers these days already have such features, which means you probably won't need to get any new equipment.

For Computer Proctoring you will need to have a recent version 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.

9. Are there security features for the ALIRA?

Yes. The ALIRA has several test-security features. Foremost is that 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 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.

10. 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.

11. 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 in order to verify that none of the prohibited actions listed above occurred. 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.

12. Whom should I contact if I need help?

If you need technical assistance, please contact your school for advice and guidance.

ALIRA Testing Guide for Computer Proctoring

Quick Links

ALIRA SAMPLE TEST: https://www.languagetesting.com/pub/media/wysiwyg/ALIRA_Sample_Test.pdf

ALIRA DEMO: <https://alirademo.actfltesting.org/>

ALIRA SYSTEM CHECK: <https://actflrhtmldemo.actfltesting.org/systemcheck>

TECHNICAL REQUIREMENTS: <https://www.languagetesting.com/test-delivery-logistics#ALIRA>

TO TAKE THE TEST: <https://tms.languagetesting.com/AutomatedRPAssessment/>

Computer Proctoring Checklist

- ☐ Review the [Technical Requirements](#), configure the computer to be used for testing, and complete the [System Check](#).
- ☐ Take the [ALIRA Demo](#).
- ☐ Plan the timing of the test. You will need an uninterrupted period of up to 50 minutes.
- ☐ Prepare the secure testing area according to the instructions above and have the log-in credentials handy.
- ☐ Prepare the computer on which you'll be testing by ensuring that [Google Chrome](#) is installed and up to date.
- ☐ 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.
- ☐ Log out of the test when complete.
- ☐ End the proctoring session when you are done testing.

ALIRA 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 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.

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.

Welcome To Veripass!

To set up your profile
click Start

Start



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

Review the policies, then check the box and click **Submit** to continue.

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.

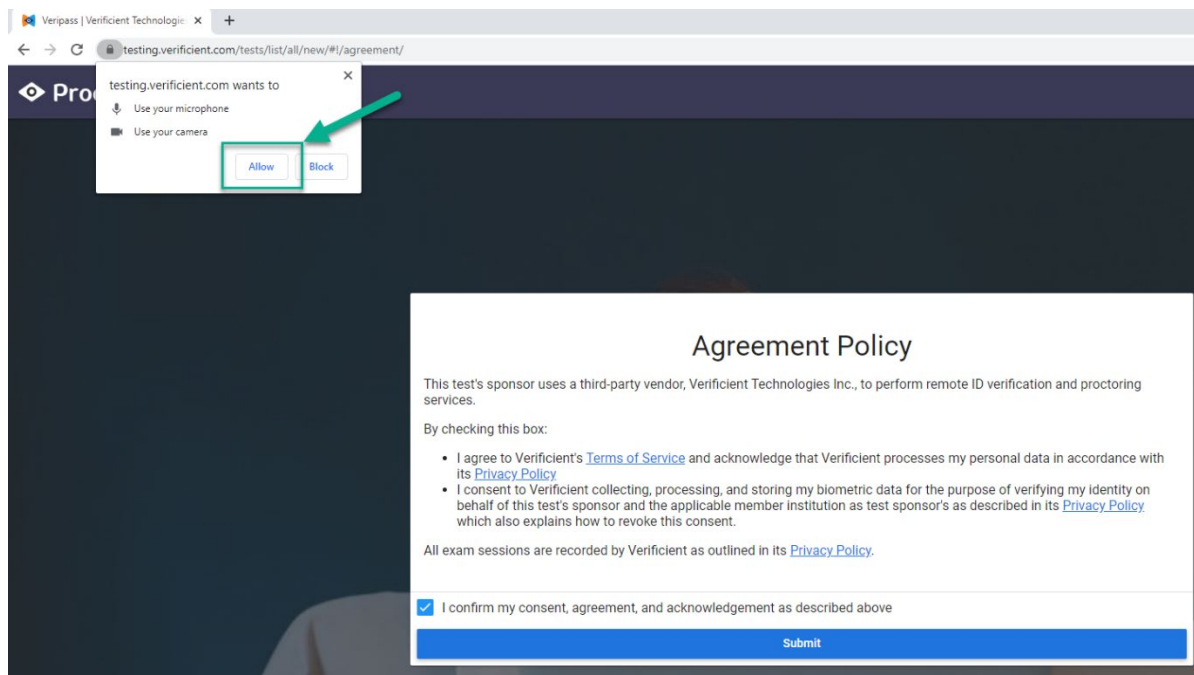
All exam sessions are recorded by Verificient as outlined in its [Privacy Policy](#).

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

Submit

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.

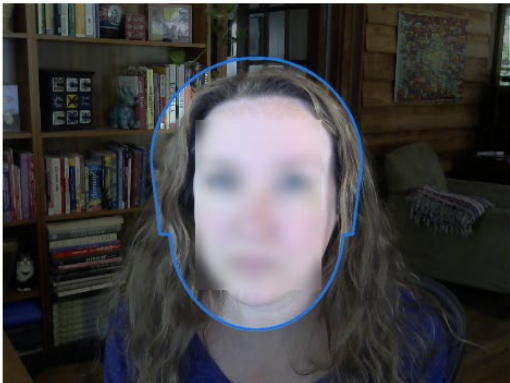


7. Photo verification

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** in order to take a photo.

Scan



Step 1: Take a picture of yourself

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.

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](#).



Profile Verification

Your profile has now been verified.

Thank you for completing the profile set up and verification process.

Please [click here](#) to log in to the Computer Proctoring system to take your test.

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**.



Logout

Test Details

Candidate Name	ID	Language	School	Grade	Test & Status	Start Date/Time	End Date/Time
A S	1112	English	ABCDE	11	ILS - Scheduled PW - Scheduled IR - Scheduled IL - Scheduled	19, Apr 2020 04:00:AM	31, May 2020 04:00:AM

Your profile is verified. Please proceed to take your test between the Start and End Date/Time.

Connect to Remote Proctor and Begin Test



10. Click **Go To Test**.

Total Tests:1 Uploaded 0 Upload Failed 0 Not Attempted 1

Onboarding Status: Passed
Your Onboarding data has been saved.

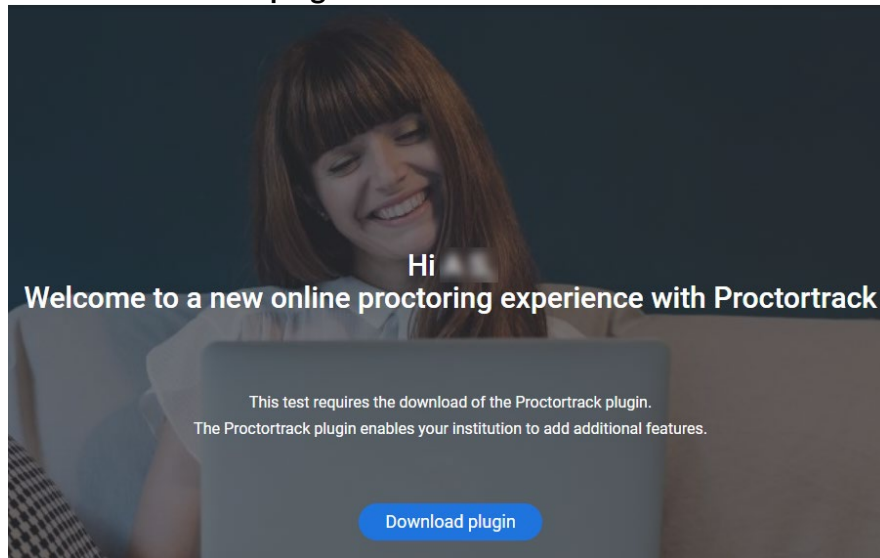
0% Passed

Test List Onboarding Data Notifications

Test Name ▾	Instructor	Start Date ▴	End Date ▴	Status	Test
		04-09-2020, 12:00 AM	04-30-2020, 12:00 AM		Go To Test

11. Download the Chrome plugin.

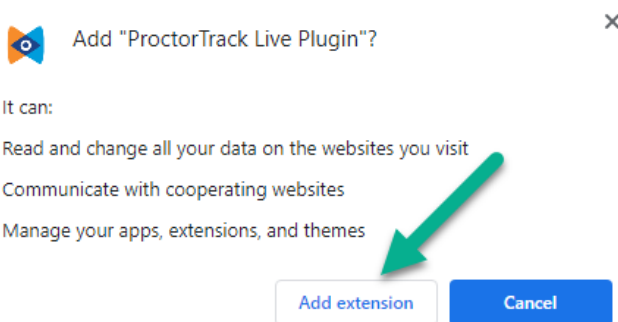
Click the **Download plugin** button.



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.
- » Clear away any personal or confidential items that you would not want recorded by your camera during the session.
- » 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.

Let's Get Started

Set Up a Proper Testing Environment for a High Integrity Score.



USE A PRIVATE TESTING AREA

Sit upright in an area where other people won't talk and cannot pass behind you.



TURN OFF ALL NOISE-MAKING DEVICES

Mobile phones set to vibrate emit detectable sound and any sound from a mobile device is flagged as a violation.



ENSURE YOUR FACE IS CLEARLY VISIBLE

Hair, sunglasses, hats or anything that covers your face can cause test to be flagged for low integrity. Eyeglasses are accepted.



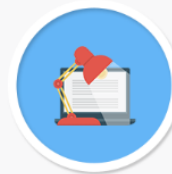
CLOSE IRRELEVANT TABS AND WINDOWS

The only tabs and windows open during the session should be those required for the completion of the test. Screenshots will be taken of suspicious activity and shown to your instructor.



SIT DIRECTLY IN FRONT OF YOUR WEBCAM

Make sure to stay in the middle of the webcam's view. Leaving the frame or looking away from the test will result in a low integrity grade.



CREATE THE PROPER LIGHTING

Sit in a consistently well-lit room with as plain a background as possible.

13. Agree to the secure testing environment guidelines.

Once you've read through the guidelines carefully and prepared your environment accordingly, 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

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By checking this box:

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- 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.

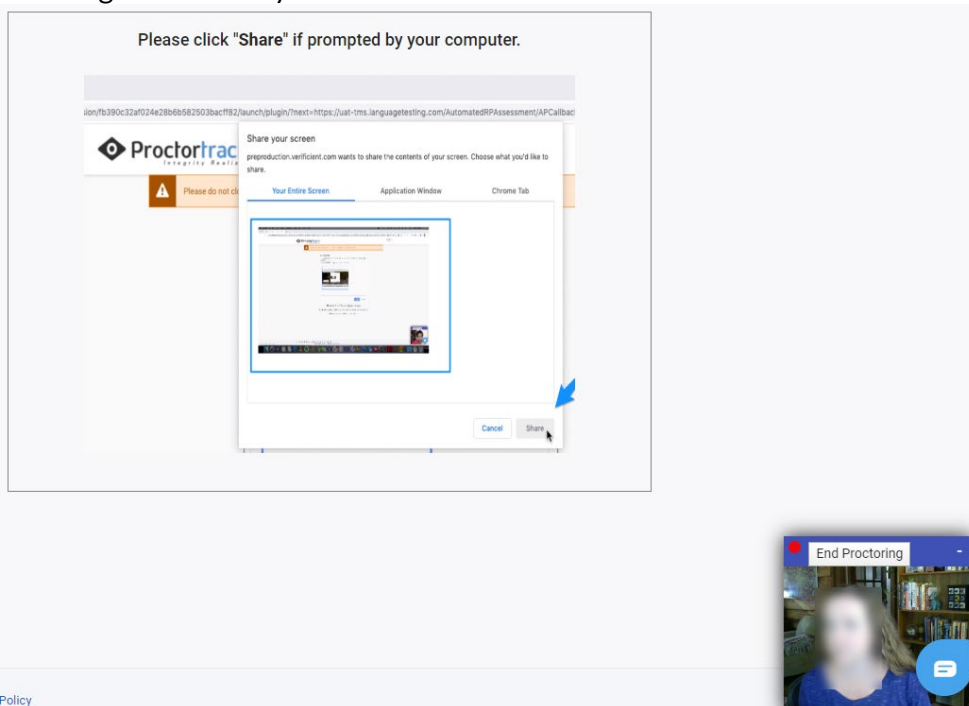
All exam sessions are recorded by Verificent as outlined in its [Privacy Policy](#).

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

Submit

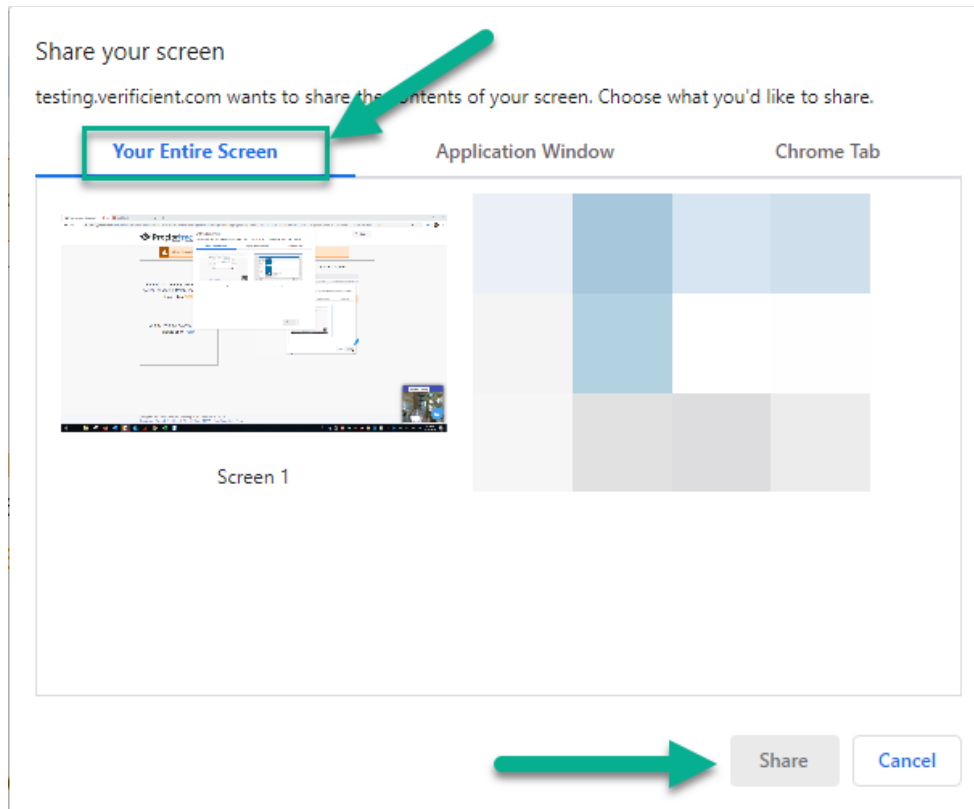
15. Repeat the process of taking a photo of yourself with your webcam as described above.

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.



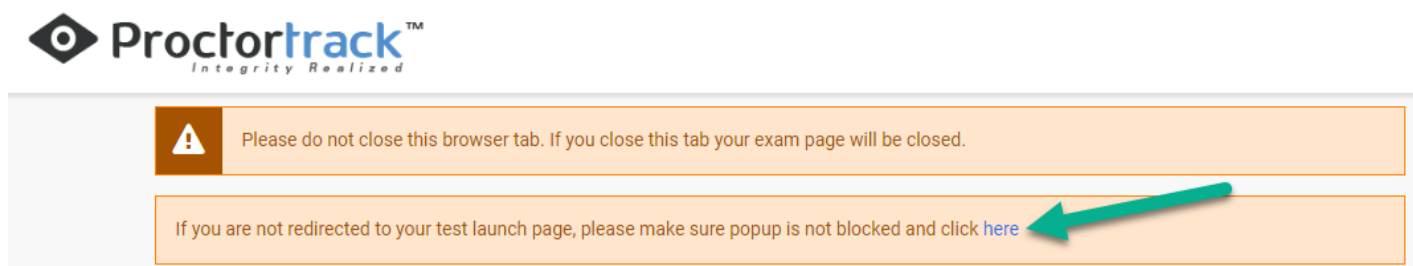
16. Share your screen.

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 ALIRA.

Once you share your screen, there may be a short delay while the ALIRA 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 ALIRA will load in a new tab; you are ready to begin taking the test. Read the instructions on your screen and click **Next** to advance to the test.



[Sign Out](#)

ACTFL Latin Interpretive Reading Assessment (ALIRA)

You will be evaluated on how well you can read Latin.



Each part of the test includes a Latin text and/or an image that has an accompanying question with multiple-choice answers.



You will have 1.5 to 2 minutes to answer each question before automatically being advanced to the next question.



The test can take up to 50 minutes in length. Please make sure you have enough time to take the test before you begin.

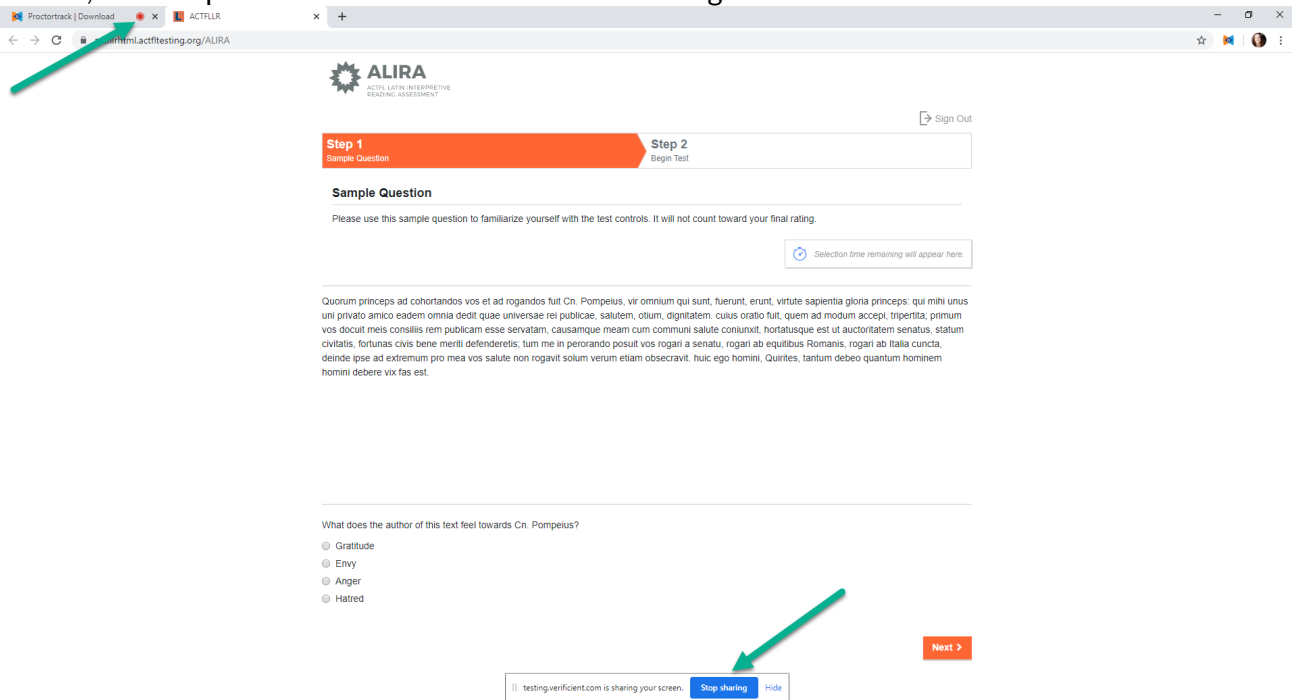


You won't be able to go back to previous passages.

Next >

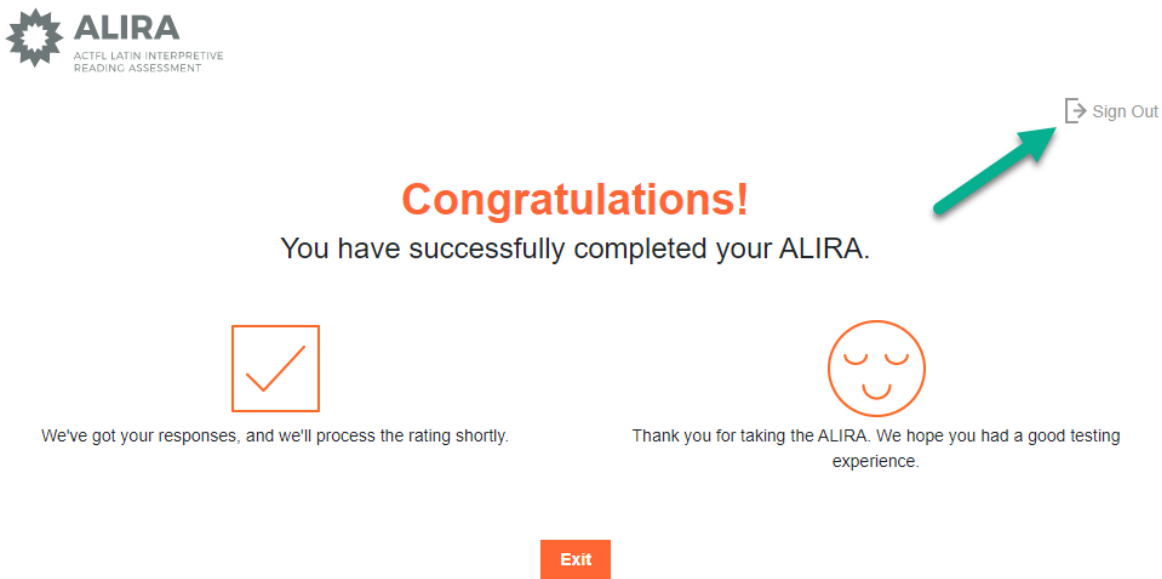
18. Take your test.

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.

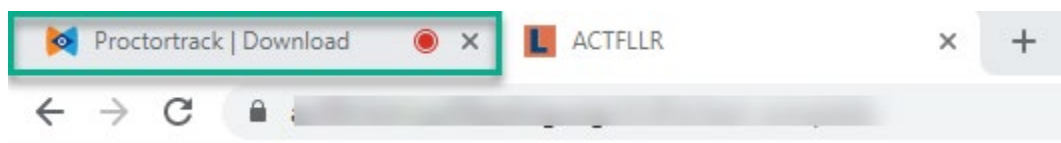


19. Finish testing and end proctoring.

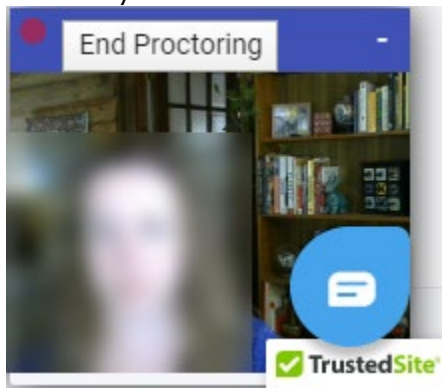
Once you're done testing, click the **Sign Out** or **Exit** button to end the test.



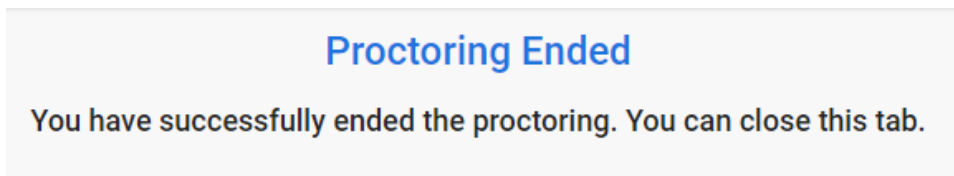
Then, click on the previous tab at the top of the Chrome window.



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.



Great job!