ALIRA Computer Proctoring Teacher Guide

Thank you for offering the ACTFL Latin Interpretive Reading Adaptive Test. This **Teacher Testing Guide** will help you to prepare and support your students in taking the Computer Proctored test successfully at home.
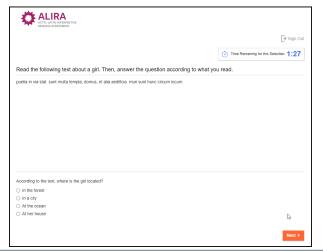
ALIRA Computer Proctoring FAQs

1. **Will the ALIRA test be different because it's being taken it at home?**

   No. There is no difference between the ALIRA test taken at a school and the one taken at home.

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

   Yes. The ALIRA Demo is an excellent resource for learners. You can also help test-takers become familiar with the test format.

   - They should understand that the test is adaptive in nature and that it will present them with a series of reading passages that will vary based on the reading ability that they demonstrate through their 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.

   - Additionally, test-takers should know that the amount of time allotted for them 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 them the time remaining for each passage as they 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.

For Customer Support queries, please email aapplhelp@languagetesting.com or call LTI during the hours listed on page 4.
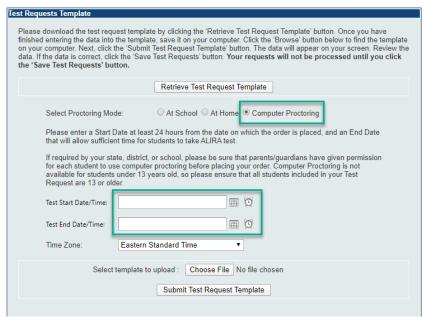
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3. Is it difficult to take the ALIRA at home with Computer Proctoring?

No. It's easy! Students will need a desktop computer or laptop with a recent version of the Chrome browser installed on it. They'll add an extension to the [Chrome browser](#) that will enable them to connect to the computer proctoring system. Please see page 8 of the [Computer Proctoring Student Guide](#) for more information on adding the required plugin to the Chrome browser. The system will protect the integrity of the testing process by recording their faces on webcam, as well as all activity on their computer screens during testing. This way, the proctoring system will be able to detect any possibly dishonest activity and report it to you/your school, but also ensures that students are protected by recording everything that happens while taking the test.

4. How does Computer Proctoring work?

These are the basic steps involved in Computer Proctoring ALIRA tests. Full step-by-step instructions can be found in the [Student Testing Guide](#):

» At least 24 hours before you want your students to begin taking their tests, you should upload your Test Requests on the [Client Site](#), selecting **Computer Proctoring** mode. When you do so, please know that students will only be able to test between the Test Start Date/Time and End Date/Time that you select, so please be sure to allow enough time for them to complete all components over multiple sessions, if needed. Students will not be able to access the test until after the Start Date/Time, so please plan accordingly.

» Before providing students with their login information, you should verify that, if required by your state, district, or school, parents/guardians have given permission for each student to use remote proctoring. Since proctoring requires that students record themselves via a webcam while testing, this may be a legal obligation in your area. **No student under the age of 13 may test via remote proctoring.**

» When you're ready to access your students' login information on the [Client Site](#) within the **Tests Scheduled** menu, you'll retrieve an LTI ID that will work on the remote proctoring site, automatically connecting students to their ALIRA test. It's a single sign-on process for students; they will just enter their login information on [this login page](#), and it will validate their ALIRA credentials and start their test for them within the secure proctoring system.

» Once you receive parental consent (if required) and distribute the student login information, students are ready to test at home. You should provide them with the [Student Testing Guide](#) to support them through the process. You may also find this document helpful if students ask you to assist them in troubleshooting or preparing their computers for computer proctoring, as

it provides detailed, click-by-click setup instructions.

» Using the remote proctoring platform will cost $4 per student, and the cost will be reflected on your invoice once testing is complete.

» Students will follow the step-by-step instructions in the Student Testing Guide to set up a profile on the computer proctoring site and prepare their testing computer and surroundings.

» While students take their tests, the computer proctoring system will record them on their webcams and the activity on their computer screens.

» Using AI technology, the proctoring system will detect any potentially prohibited activities that occur during testing. If such activities are detected, the video will be flagged for review. LTI will review all flagged videos to confirm or rule out that any violations have occurred.

» If all is well and no prohibited activities are confirmed, your students' scores will be released between 1-2 weeks after test administration.

» If prohibited activities are confirmed, your school will be notified, and the related tests may be deemed Unratable.

5. What about privacy? What student information is shared?

Both LTI and the computer proctoring service selected care deeply about protecting student privacy. The computer proctoring service uses AI technology to monitor the student testing experience, ensuring that no human is viewing students while testing. Videos are reviewed by select internal LTI employees only when tests are flagged for a security violation; video file access is restricted to pertinent LTI employees only.

LTI passes to the vendor only the minimum information required: student first name and test ID. No other student data is provided by LTI to the vendor.

Our computer proctoring partner collects this additional information about students:
- photograph of the student
- audio and video recordings of the student taking the test and of the test-room environment
- screen capture during the test administration.

Our agreement with the computer proctoring vendor ensures that all student data (last name, images, videos, etc.) are deleted per a 14-day data purge policy.

Lastly, because requirements for parental permission vary by state and district, LTI requests that schools confirm they have any necessary parental permission prior to ordering students' tests.

6. How do students prepare their computer and room for testing?

To prepare the testing computer and environment, students should:
» Make sure that the room is quiet and private, and that they are alone.
» Clear away any personal or confidential items that they would not want recorded by their 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 the webcam so that their faces are centered on the screen.
» Close all other programs and websites on the computer.

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

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

For Computer Proctoring they 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. They will need a working webcam in a well-lit space without other people, background noise, or distractions present.

8. Are there security features for the ALIRA?

Yes. The ALIRA has several test-security features. Students will be logged out of the test automatically if they 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.

9. What actions will be flagged by the Computer Proctor?

During testing students 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 them (including walking by),
- » leave the room or step away from the computer,
- » open other programs or websites on their computers,
- » take notes by hand or on their computers,
- » use more than one monitor on their computers,
- » talk to anyone.

10. What happens if a video gets flagged?

If a video gets flagged, it will be sent to LTI for review. Students will not know at the time if their video is being flagged; that happens entirely in the background while they take their test. If flagged, LTI will check the relevant portions of the video in order to verify that none of the prohibited actions listed above occurred. If all is well, their test scores will be released 1-2 weeks after test administration. If there is suspected dishonest activity, you/your school will be notified, and their test may be scored as Unratable. Just as if students were taking this test in your classroom at school, your school's academic honor code is in effect while testing with the Computer Proctor.

11. Whom should I contact if I need help?

If they need technical assistance, students may contact your school for advice and guidance. In order to comply with federal privacy regulations such as FERPA and COPPA, LTI is not able to communicate directly with students or parents. Your school should be able to provide technical support if needed while testing.

If needed, your school can contact LTI's Customer Support Team on behalf of a student if there are technical issues that you are unable to resolve.
- » Please request support through [this page](#) or by emailing AAPPLHelp@languagetesting.com.
- » LTI's Customer Support team will respond within one business day.
- » LTI's Support Team is also available by phone at (914) 963-7110 (select option 1) or at (800) 486-8444 Monday through Friday 8am - 6:30pm Eastern Time (excluding holidays).

ALIRA Testing Guide for Computer Proctoring

Quick Links

ALIRA DEMO:	https://alirademo.actfltesting.org/
ALIRA SAMPLE TEST:	https://www.languagetesting.com/pub/media/wysiwyg/ALIRA_Sample_Test.pdf
ALIRA SYSTEM CHECK:	https://actfllrhtmldemo.actfltesting.org/systemcheck
TECHNICAL REQUIREMENTS:	https://www.languagetesting.com/test-delivery-logistics#ALIRA
TO TAKE THE TEST:	https://tms.languagetesting.com/AutomatedRPAssessment/
REMOTE TESTING FAQ:	https://www.languagetesting.com/pub/media/wysiwyg/remote-admin/covid-faq.pdf

Computer Proctoring Checklist

Students should:

- ❑ 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. They 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 they'll be testing by ensuring that Google Chrome is installed and up to date.
- ❑ Log into the test using the log-in credentials you provide.
- ❑ Set up their profile on the computer proctoring site.
- ❑ Once their profile is verified (this is normally immediate), log back into the computer proctoring site to take the test.
- ❑ End the proctoring session when they are done testing.