



ACTFL

Language Proficiency & Performance

EXCLUSIVELY THROUGH LTI

ALIRA Parent/Guardian Testing & Proctoring Agreement

We have created a [Simple Parent/Guardian Proctoring Guide](#) that will help you prepare to administer the ALIRA securely at home, in an optimal environment, while maintaining academic honesty and integrity. It explains all the steps needed to prepare your computer and browser. It also informs you of your responsibilities in ensuring that all testing requirements are met.

Please review this **Testing & Proctoring Agreement** carefully and sign below to indicate that you have read and understood the requirements and agree to the remote testing terms and conditions. If your school is requiring this consent document, you will need to return it to them once signed. LTI does not require this document for testing to proceed with Parent/Guardian Proctoring.

As the **Test Proctor**, you agree to the following:

- » I have read and reviewed the **Simple Parent/Guardian Proctoring Guide** and I understand the testing requirements.
- » I will ensure that the test is taken in a secure environment. Test-takers will not be allowed access to papers, pens, pencils, notes, dictionaries, cell phones, cameras, or electronic devices while testing.
- » I will not help the test-taker (the person I am proctoring) answer any questions on the ALIRA.
- » I will log in for the test-taker when they are taking the test and will not provide them with the log-in credentials directly. I will maintain the credentials in a secure location in order to protect the integrity of the test process.
- » I will destroy/delete the log-in credentials at the conclusion of testing.
- » I understand that once the test-taker logs in for the first time, they must complete the test within two hours, after which the log-in credentials expire.
- » I will assist the test-taker in resolving any technical problems and reach out to the test-taker's school for technical support if needed.

Agreement

By signing or typing your name below, you agree to administer the ALIRA in a supervised and appropriate environment, as described above. You will ensure that the test-taker you are proctoring does not access prohibited resources including papers, pens, pencils, notes, dictionaries, cell phones, cameras, or electronic devices. You will not help the test-taker answer questions on the ALIRA.

Test Proctor Signature

Date

Revised: 10/12/2022