Testing Guide for Parent/Guardian Proctors
AAPPL FAQs

1. What is the AAPPL?

AAPPL stands for ACTFL Assessment of Performance toward Proficiency in Languages®. It is a web-based language test that includes up to four (4) sections or "modes," depending on what a teacher or school has chosen for students. The four modes test listening, reading, speaking, and writing in a world language. The teacher or school will let you know which of the four modes have been ordered, based on the test taker's level of proficiency and testing goals.

2. Is it difficult to proctor the AAPPL at home?

No. It's very straight forward! Proctors should be a parent, guardian, or other trusted adult. Some of a proctor's responsibilities include:

- creating a secure, quiet testing environment,
- running a System Check on the computer and other equipment before testing and then actively monitoring the environment during the test,
- ensuring that the test taker does not have access to papers, pens, pencils, notes, dictionaries, cell phones, cameras, or electronic devices while testing,
- helping the test taker with any technical issues, by contacting the school and/or LTI for assistance.

A more extensive proctoring checklist and a proctoring guide are provided further down in this document.

3. Will the AAPPL test be different because it's being taken it at home?

The format of the test is exactly the same as the test taken in school in terms of the number of and types of prompts.

4. 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. The test taker can take breaks between modes, complete them over multiple days, or complete all modes in one sitting.

5. Do I need any special equipment to take the AAPPL?

Yes. You will need a computer, Internet access, and headphones or speakers. Additionally, the test taker will need a microphone for the Interpersonal Listening and Speaking component to record their 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 review the AAPPL Demo page where you can find the complete technical requirements and run a System Check prior to administering the test. If you need additional set-up guidance, please contact the school.

6. Are there security features for the AAPPL?

Yes. The AAPPL has several test-security features. First, test takers must take an honor pledge at the beginning of each AAPPL mode. Second, they 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 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.

During the test, test-takers should not have access to any prohibited resources, including papers, pens, pencils, notes, dictionaries, cell phones, cameras, or other electronic devices.

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

Yes. If time allows, you should review ACTFL's Test Taking Tips videos and the test taker should complete the Demo test.

8. Whom should I contact if I need help?

If you need technical assistance, please 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 parent/guardian proctors. Your student's school should be able to provide technical support if needed while testing

AAPPL At-Home Testing Guide

Thank you for helping to administer the AAPPL at home. Please remember that testing proctors should be parents, guardians, or other trusted adults who can be responsible for securing the test taking environment. This guide will help you to prepare for and administer the test successfully at home.

Quick Links

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

At-Home Proctoring Checklist

☐ Review the technical requirements on the Demo page, configure the computer to be used for testing, and complete the System Check.

- Note: All test takers must complete a System Check immediately before accessing the test. While conducting the System Check, if captions appear anywhere on the screen, please contact your teacher or school for further instructions. Do not log in to the test! The captions must be disabled in order to proceed with testing; leaving them enabled could affect the test score.

☐ Have the test taker work through the Demos and test their keyboard for the Presentational Writing component.

☐ Plan the timing and distribution of the up to four testing components you'll be giving (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 secure testing area and have the login credentials handy. Remember that test takers must not have access to papers, pens, pencils, notes, dictionaries, cell phones, cameras, or electronic devices while testing.

☐ Log the test taker into the test using the login credentials provided by the teacher or school.

☐ Supervise the test taker while completing all components and safeguard their login information between test sessions. Don't help them to answer any questions on the AAPPL.

☐ Make sure that as the test taker completes each AAPPL component that they click the Submit button to ensure that their test is scored as quickly as possible.

☐ Destroy/delete test taker login information once testing is complete for all components.