OPI and WPT for the Seal of Biliteracy™ Computer Proctoring Student Guide

This Testing Guide will help you to prepare to take the Computer Proctored test successfully at home. Please refer to the sections listed below.

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OPI and WPT for the Seal of Biliteracy™ Computer Proctoring FAQs

» What is the OPI and WPT for the Seal of Biliteracy™?
  » The OPI for the Seal of Biliteracy® is a 20 to 25-minute one-on-one phone interview between a certified ACTFL tester and an examinee. It is interactive, continuously adapting to each test-taker and their speaking abilities. The speaker’s language ability is compared to the criteria outlined in the ACTFL Proficiency Guidelines for Speaking, and then a proficiency rating is awarded. Please note that you will NOT be using computer proctoring for this component of the test.
  » The WPT of the Seal of Biliteracy® consists of a series of writing tasks that address the presentational and interpersonal modes of communication. It measures how well a person spontaneously writes in a language (without access to revisions and/or editing tools) by comparing his/her performance of specific writing tasks with the criteria stated in the ACTFL Proficiency Guidelines for Writing. The WPT is anticipated to take around 60 minutes to complete, but the system is set up to allow a maximum of 90 minutes for the test since some languages require special keyboard configuration and familiarization.
  » This guide is for the WPT test component only, which is taken online with computer proctoring. Your teacher will provide separate instructions for the OPI, which is scheduled and conducted live over the phone.
» Are there any resources available for practicing before the test?
Yes. If time allows, you should review the Examinee Handbook in order to become as familiar as possible with the format of the test and the types of tasks that you will be asked to complete. You should also use the WPT System Check to ensure that you are ready to type in the language.

» Is it difficult to take the OPI and WPT for the Seal of Biliteracy™ 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.

» 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 and password that will allow you to access the WPT and that automatically connects you to the computer proctoring system.
» Once you begin the test, you have access to it during a two-hour window. Your login information expires two hours after the test is first accessed, so please plan accordingly.
» While you take your test, the computer proctoring system will record both 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 approximately 3 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 WPT for the Seal of Biliteracy™ take?
The WPT portion takes up to 90 minutes.

» Do I need any special equipment to take the OPI and WPT for the Seal of Biliteracy™? What about for computer proctoring?
For the WPT, you will need a computer (desktop or laptop) or tablet with Internet access. Before testing.
set up the keyboard on the computer or tablet that will be used to administer the WPT as described above and then test it by conducting a System Check. This process should take no more than 30 minutes to complete.

» Note: The WPT will use any language keyboard input except pop-up, on-screen keyboards.

» Note: Transliteration keyboards of any kind are not acceptable forms of input on ACTFL assessments.

» For Amharic, Bangla, Bulgarian, Cantonese, Dari, Gujarati, Hebrew, Hindi, Malayalam, Pashto, Swahili, Tamil, Thai, Ukrainian, Urdu, and Vietnamese, language-specific keyboard layouts must be set up to enable typing in the language. Select the operating system for the device being used and follow the directions provided to complete the set-up:
  o Windows 11: Follow the instructions to Add a keyboard and then Change your keyboard layout.
  o Windows 10: Follow the instructions to Add a keyboard and then Change your keyboard layout.
  o Windows 8.1: Follow the instructions under Change the keyboard layout or other method you use to type.
  o Chromebook: Follow the steps to Choose keyboard language & special characters.
  o MacOS: Follow the instructions to Write in another language on your Mac. You may need to select your macOS version at the top of the page.
  o iPadOS: Follow the instructions to Add or remove a keyboard for another language. You may need to select your iPadOS version at the top of the page.
  o For Android tablets, consult your device’s online support to determine how to change keyboard input settings.

» Please note that the System Check page includes a space in which to practice typing for any of the above languages that require the installation of a keyboard layout.

» The System Check page also provides an example of the on-screen special character functionality; the palette included on the page shows special characters from several different languages as an example. When taking the test in Albanian, Bosnian, Croatian, Haitian Creole, Polish, Tagalog, Turkish, and Yoruba, the on-screen special character support will provide the special characters specific to each of those languages wherever students will be entering text.

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.

» Are there security features for the WPT?

Yes. The WPT has several test-security features. First, 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

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.

If you are logged out of the test for any reason, just go back to the link below and reenter your login information: https://tms.languagetesting.com/AutomatedRPAssessment/
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.

WPT Testing Guide for Computer Proctoring

Quick Links

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Computer Proctoring Checklist

- Review the WPT Technical Requirements and Keyboard Language Support, configure the computer to be used for testing, and complete the System Check.
- Watch the YouTube walkthrough for Computer Proctoring (though this shows the AAPPL, the steps are the same for the WPT).
- Prepare the computer on which you’ll be testing by ensuring that Google Chrome (Version 80 or higher) 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.
- End the proctoring session when you are done testing.

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!

WPT 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.
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**.

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.

4. **Provide your date of birth.**
   - Enter your date of birth accurately. The system will verify that you are old enough to test with computer proctoring.
   - If an error message appears after you enter your correct date of birth, 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.

   ![Agreement Policy](image)

   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.

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.

10. **Click Go To Test.**

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

![Add to Chrome button](image)

11. **Download the Chrome plugin.**

Click the **Download plugin** button.

![Download plugin button](image)

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.
» 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 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 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.

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

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

The WPT will load (it may be in a new tab); you are ready to begin taking the test.

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 **Sign Out** to exit the WPT.

Then, 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!

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.