



# ACTFL

Language Proficiency & Performance

EXCLUSIVELY THROUGH LTI

## ACTFL OPI and WPT for the Seal of Biliteracy™ Parent/Guardian Testing Guide for the Internet WPT

Thank you for helping to administer the ACTFL OPI and WPT for the Seal of Biliteracy. Please remember that testing proctors should be parents, guardians, or other trusted adults who can be responsible for securing the test taking environment. This **Testing Guide** will help you to prepare for and administer the test successfully at home.

### Quick Links

OPI Technical Requirements:	The OPI should be taken on a landline, in a quiet location away from potential disturbances. If you do not have a landline, make sure you have good signal strength for a mobile phone.
WPT Technical Requirements:	See the <a href="#">WPT Technical Requirements and Keyboard Language Support</a> on our website.
WPT System Check:	<a href="https://wpt.actfltesting.org/systemcheck">https://wpt.actfltesting.org/systemcheck</a>
To Take the OPI:	(Phone and test ID numbers to be provided by the school. See below.)
To Take the WPT:	<a href="https://wpt.actfltesting.org/">https://wpt.actfltesting.org/</a>
In-Depth Information about the OPI and WPT:	<a href="https://www.languagetesting.com/pub/media/wysiwyg/manuals/opi-wpt-for-the-seal-of-biliteracy-examinee-handbook.pdf">https://www.languagetesting.com/pub/media/wysiwyg/manuals/opi-wpt-for-the-seal-of-biliteracy-examinee-handbook.pdf</a>

### Pre-Testing Process and Checklist

- ☐ The school will contact you and the test taker to identify three possible dates and times, at least two weeks from today (and between January 5, 2023 and May 15, 2023 which is the date by which all OPIs must be scheduled), when you will both be available for the 20 - 25 minute live OPI component. The school will then schedule one of those options on your behalf.
- ☐ After receiving your three preferred dates and times for your testing appointment, the school will schedule your OPI, which may take a few business days. Once scheduled, the school will let you know which date and time has been reserved and email you the OPI call-in information and WPT login credentials.
- ☐ The WPT portion can be taken at any time once you receive the WPT login credentials from your school. The OPI will need to be taken on the scheduled date and time.
- ☐ See the [WPT Technical Requirements and Keyboard Language Support](#) on our website and ensure that the keyboard needed for the test is configured correctly, if applicable.
- ☐ Visit <https://wpt.actfltesting.org/systemcheck> to run a system check. On that page you will find Operating System-specific instructions for configuring your keyboard for typing in the test language. Please see the detailed information below for additional guidance.
- ☐ Secure the testing environment for each component.
  - Ideally, the OPI should be taken on a landline phone, in a quiet location away from potential disturbances. If you do not have a landline, make sure you have good signal strength for a mobile phone.
  - For the WPT, no papers, pens, pencils, notes, dictionaries, cell phones, cameras, or electronic devices should be allowed in the testing room.

- ❑ Log the test taker into the WPT using the log-in credentials provided by the teacher or school.
- ❑ Once students begin the test, they have access to it during a two-hour window. Students' login information expires two hours after their test is first accessed, so please plan accordingly.
- ❑ Supervise the test taker while completing the WPT. Don't help them to answer any questions on the test.
- ❑ Destroy/delete test taker login information once testing is complete.

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## OPI and WPT for the Seal of Biliteracy™

### Parent/Guardian Proctoring FAQs

#### 1. What is the OPI and WPT for Seal of Biliteracy™?

This test is designed for 11th and 12th grade students of 24 less commonly taught and tested languages whose goal is to attain the Seal of Biliteracy in one of those languages. The languages offered are Albanian, Amharic, Bangla, Bosnian, Bulgarian, Cantonese, Croatian, Dari, Gujarati, Haitian Creole, Hebrew, Hindi, Malayalam, Pashto, Polish, Swahili, Tagalog, Tamil, Thai, Turkish, Ukrainian, Urdu, Vietnamese, and Yoruba.

There are two components to this test, one to test speaking, and the other to test writing.

- The Oral Proficiency Interview (OPI) is a 20 – 25 minute speaking assessment conducted via a live phone call with an ACTFL-certified tester.
- The Writing Proficiency Test (WPT) is an up to 90-minute writing assessment taken on a desktop computer, laptop, or tablet.

The school will schedule the OPI portion with LTI on your behalf based on three preferred time slots that you will request.

#### 2. Is it difficult to proctor the test 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 for assistance.

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

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

The structure of the test is the same whether taken at home or in school. The at-home WPT content does vary slightly from the version offered in school. However, in both cases the writer is presented with tasks and contexts that are written in English and that represent the range of proficiency levels from Novice Low to Advanced Mid on the ACTFL Proficiency Guidelines for Writing. The responses are written in the target language.

#### 4. How long does the test take?

- » The OPI component will take about 20 - 25 minutes.
- » The WPT portion takes up to 90 minutes.

## 5. Do I need any special equipment to take this test?

For the WPT, you will need a computer (desktop or laptop) or tablet with Internet access. 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:
  - **Windows 11:** Follow the instructions to **Add a keyboard** and then **Change your keyboard layout**.
  - **Windows 10:** Follow the instructions to **Add a keyboard** and then **Change your keyboard layout**.
  - **Windows 8.1:** Follow the instructions under **Change the keyboard layout or other method you use to type**.
  - **Chromebook:** Follow the steps to **Choose keyboard language & special characters**.
  - **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.
  - **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.
  - 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.

## 6. Are there security features for the OPI and WPT for Seal of Biliteracy?

Yes. There are several test-security features. First, test takers 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. Whom should I contact if I need help?

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