Teacher Guide to In-School Testing for the OPI and WPT for the Seal of Biliteracy™

Find specific details and key dates for this year's testing season of the OPI and WPT for the Seal of Biliteracy (SOBL OPI & WPT) in this [FAQ document](#). Test ordering opens beginning on December 4, 2023. Please review the FAQ as you plan your testing for the season.

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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.
Internet WPT Technical Requirements:	See the [WPT Technical Requirements and Keyboard Language Support](#) on our website.
Internet WPT System Check:	https://wpt.actfltesting.org/systemcheck
Booklet WPT:	You will scan and return the booklet and the Transmittal Control sheet to wptupload@languagetesting.com in order to submit the test.
To Take the OPI:	(Phone and test ID numbers will be provided by email once the OPI is scheduled through LTI. See below.)
Examinee Handbook for the SOBL OPI & WPT:	https://www.languagetesting.com/pub/media/wysiwyg/manuals/opi-wpt-for-the-seal-of-biliteracy-examinee-handbook.pdf

For Customer Support queries, please email aapplhelp@languagetesting.com or call LTI during the hours listed on page 2.

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General Test Ordering Information

» Tests may be ordered through May 31, 2024, and administered through June 14, 2024. All OPIs must be scheduled by June 14, 2024. No tests may be administered after June 14, 2024.

» For specific details and key dates for the 2023-24 testing season, please review this FAQ document. Test ordering will open beginning on December 4, 2023. Please review the FAQ as you plan your testing for the season. For specific instructions on how to order the SOBL OPI & WPT, please refer to the Test Ordering Instructions document.

» Your account must be configured in advance in order to order this test bundle. Please contact your LTI account executive to request that the bundle be added to your account.

» The Oral Proficiency Interview (OPI) portion is a live conversation with an ACTFL-certified tester and **needs to be scheduled at least 10 (and preferably 14) days in advance of your preferred testing date(s). Please take this into account when placing your order. All OPIs must be ordered by May 31, 2024, and scheduled by June 14, 2024.**

» The Writing Proficiency Test (WPT) may be ordered in two different formats:

  o The Internet Modality is computer-based and can be taken with little advance notice.

  o The Booklet version will need to be prepared in advance by printing the booklet using provided login information to a download site.

» There is a limited pool of ACTFL-certified testers and raters for these less-commonly tested languages. As such, please allow up to three weeks for ratings to be completed and made available.

» **The SOBL OPI & WPT may only be purchased as a bundle**; your account will be charged the full amount once a student completes their first test component. If the second component is not completed, no refund will be issued. The individual test components may not be purchased separately or pro-rated.

» Please email aapplhelp@languagetesting.com with any questions about testing with the SOBL OPI & WPT.

» For urgent matters, please call (914) 963-7110 (select option 1) or (800) 486-8444 Monday through Friday 8am - 7pm Eastern Time (excluding weekends and US holidays).

Proctoring the OPI

» We recommend that a land line be used for the OPI to ensure strong connectivity with the tester. If a land line cannot be accessed, a cellular phone can be used as long as it has good reception.

» Students must be provided with a quiet space where they can complete the OPI without interruption. The OPI will take approximately 20 - 25 minutes to complete but please allow up to 30 minutes. It's important for students to arrive on time. If they are even 5 minutes late, that arrival time can result in a "No Show" fee of $60 and the assessment must be rescheduled.

  • At the scheduled time, dial **914-220-0080** or **1-877-314-7042.**

  • Following the first prompt, press **1.**

  • Then, enter the test access code. (Students will each have a unique access code that is provided once their test has been scheduled.)

  • Wait a few seconds to be connected to the tester.

» **NOTE:** The above steps must be repeated for each student if multiple OPIs have been scheduled for the same day and time slot. It is recommended that multiple proctors be present to assist in completing the above steps within the first 1–2 minutes of each appointment time to ensure that students are

ready at their start time. Students that dial in late to their appointment may be deemed a "No Show."

Proctoring the Internet-Based WPT

Several Days Before Testing

» Review the **Technical Requirements** for delivering the WPT.

» 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.

» Print the Student Testing Labels with students' WPT log-in credentials and cut into individual tickets, one for each student.

To Begin WPT Testing

» Students will have up to 90 minutes to respond to four writing prompts. The test is timed.

» **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.**

» Ensure a secure testing environment. No papers, pens, pencils, notes, dictionaries, cell phones, cameras, or electronic devices are allowed in the testing room.

» Distribute Student Testing Labels.

» Direct students to the URL provided on their testing labels to log in to the test: http://wpt.actfltesting.org.

During Testing

» Actively monitor the room during testing to ensure that students are not talking to one another or looking at each other's computer screens.

» Quietly assist any individual students with navigating through the test instructions or with

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technical questions about their computers. **Do not help them answer any questions.**

» Neither the proctor, students, nor any other party shall make a copy—by hand, camera, phone printer, or any machine—of any test materials.

» The proctor must remain in the room with students for the duration of the test, in its entirety, to ensure that students do not use any resources (dictionaries, grammar texts, notes) or call upon the assistance of others to help them with answering the test prompts.

» Contact your local IT support if any technical assistance is required with a student's computer. Contact LTI if your local IT support cannot resolve an issue.

» Should a computer freeze-up or the program close, simply sign the student back into the test and restart it. The test will automatically resume from the point at which the student was disconnected, as long as it is within the two-hour window.

» Destroy/delete test taker login information once testing is complete.

Proctoring the Booklet Writing Proficiency Test (WPT)
Several Days Before Testing

» You will receive login credentials by email that will allow you to log in to download and print the booklet(s).
» Follow the instructions in the email to print the WPT booklet and Transmittal Control Sheet. Click the link in the notification email and enter the username and password provided to access the file you need to print.
» You will be prompted to select the test(s) you wish to print from a list and agree to the Penalties for Copyright Infringement.
» The booklet PDF will open, and you will need to reenter the password you used to access the download site, which was included in the notification email.
» You may also save the file to your computer using the download button in your browser or the Print to PDF option.
» Print the booklet and keep it in a safe place until it is time to take the test.
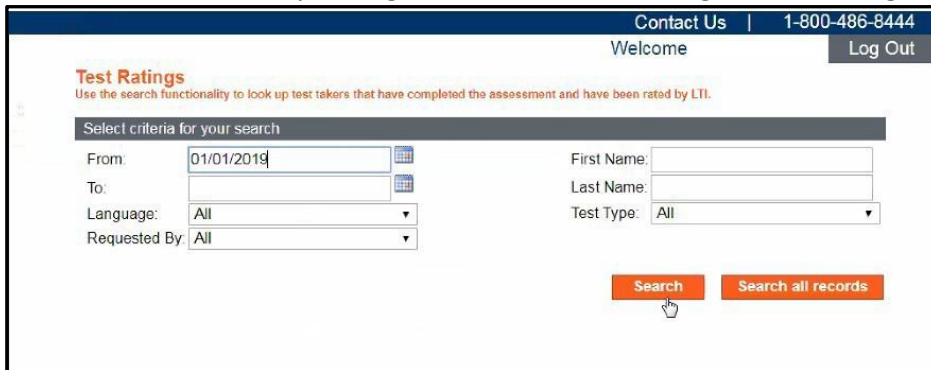» Log out of the site once the booklet is printed.

To Begin Testing

» The WPT can be taken at any time once you print the booklet(s).
» Secure the testing environment. No papers, notes, dictionaries, cell phones, cameras, or electronic devices should be allowed in the testing room.
» Give test takers the WPT booklet and supervise them while completing the WPT. Don't help them to answer any questions on the test.
» Limit the test to 60 minutes. Once 60 minutes have passed, stop testing and collect the booklet(s).

After Testing

» Complete and sign the Transmittal Control Sheet.
» Scan the completed booklet and Transmittal Control Sheet.
  o The documents should be saved as .PDF files.
  o You may use your computer and a connected scanner to scan the documents, or you may use a free smartphone app to scan and create the .PDF files. Some easy-to-use and reputable free scanning apps are:
    • Adobe Scan
    • Microsoft Office Lens
» Email the scanned files as attachments to wptupload@languagetesting.com
» You will receive an email confirmation when LTI receives the scanned documents. Once you receive confirmation, please destroy and discard the booklet.

After an OPI or WPT Has Been Administered

» Both the OPI and WPT tests are human rated by ACTFL-certified raters and there is a limited pool of ACTFL-certified testers and raters for these less commonly tested languages. As such, please allow up to three weeks for ratings to be completed and made available.

» Scores can be accessed by visiting the Client Site and clicking the **Test Ratings** menu option.

» From there you will be able to view student ratings and also print their certificates when applicable.

» Remember that students' certificates are confidential and should be handled accordingly.

» Below you can see an example of what a Seal of Biliteracy Certificate looks like.

ACTFL
Language Proficiency Certificate
EXCLUSIVELY THROUGH LTI

CERTIFICATE FOR

HAITIAN CREOLE

ORAL PROFICIENCY INTERVIEW &
WRITING PROFICIENCY TEST
FOR THE SEAL OF BILITERACY

Sandra Student
Recipient Name

IH	AL	123456
OPI Rating	WPT Rating	Certification / Verification #

March 4, 2020
Test Date

Best High School	United States
Testing Site	Country

ACTFL Executive Director

ACTFL **OPI**&**WPT**
FOR THE SEAL OF BILITERACY

To verify this proficiency rating using the certificate #, visit www.languagetesting.com/verify
To learn more about the Seal of Biliteracy, visit https://sealofbiliteracy.org/

Questions? Contact us

Fax: 914-963-7113
Email: aapplhelp@languagetesting.com
www.languagetesting.com

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