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

This **Teacher Testing Guide** will help you to prepare and support your students in taking the OPI and WPT for Seal of Biliteracy (SOBL OPI & WPT) successfully outside of school through one of the three options that we are offering. Please refer to the sections listed below.

For specific details and key dates for the current testing season, please review this FAQ document. Test ordering will be opening early for this season, beginning on December 4, 2023. Please review the FAQ as you plan your testing for the season.

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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.)
To take the WPT with In School or Parent/Guardian Proctoring:	http://wpt.actfltesting.org
To take the WPT with AI-Based Computer Proctoring:	https://tms.languagetesting.com/AutomatedRPAssessment/
In-Depth Information about the OPI and WPT:	https://www.languagetesting.com/pub/media/wysiwyg/manuals/opi-wpt-for-the-seal-of-biliteracy-examinee-handbook.pdf

Test Ordering Information

» For specific details and key dates for this testing season, please review this FAQ document. Test ordering for the bundle opens early for this season, beginning on December 4, 2023. Please review the FAQ as you plan your testing for the season.

» Tests may be ordered through May 31, 2023, and administered through June 14, 2024. All OPIs must be completed by June 14, 2024. No tests may be administered after June 14, 2024.

» 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 completed 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 the 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.

» This test 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 refer to the Test Ordering Instructions document for a step-by-step guide to ordering the SOBL OPI & WPT.

Proctoring Agreement

Some schools or districts may require a signed agreement from at-home proctors. If that is the case for you, you may find this document helpful. Please note that signed agreements are not required by ACTFL or LTI for you to proceed with parent/guardian proctoring.

Special Test Ordering Considerations

» The Oral Proficiency Interview (OPI) will be scheduled based on the information provided on the request form. The testing coordinator will be notified of the appointment date and time.

» **Important!** If you need to reschedule an OPI, please do not use the **Cancel Test** button on the Client Site. You should only click **Cancel Test** if you intend to cancel both test components, OPI and WPT, for a student. To reschedule an OPI, please contact us at (914) 963-7110 (select option 1) or at (800) 486-8444 Monday through Friday 8am - 7pm Eastern Time (excluding weekends and US holidays). All requests to reschedule must be completed at least one full business day in advance of the scheduled OPI appointment, or an additional $60 fee will be charged.

» If you wish to order the Booklet Modality WPT, you must request in advance that your account be configured for this option by contacting your LTI account executive.

Proctoring the OPI Out of School

When the OPI is administered Out of School, the same process is followed whether it be proctored by a Parent/Guardian or with Computer Proctoring. The sections below pertain to the Out of School administration of the WPT and its different modalities (Internet and Booklet). This section applies to all Out of School Testing scenarios and describes the steps to administer the OPI test component only, regardless of the WPT option selected.

» Before ordering tests, coordinate with Parent/Guardians to identify their three preferred time slots for the OPI to be scheduled. You will need to specify three three-hour windows during which the OPI may be scheduled at the time of ordering the tests.

» Request the tests based on their preferences and wait for scheduling confirmation from LTI.

» Once scheduled, you will need to share the scheduling confirmation information with parents, making it clear to them that the test is scheduled for the selected date and time and that the student must connect by phone on time to take their OPI.

» Parent/Guardian proctors must secure the testing environment before the OPI begins.

» Ideally, the OPI should be taken on a landline phone, in a quiet location away from potential disturbances. If a landline is not available, test-takers and proctors should make sure that they have good signal strength for a mobile phone.

» The OPI will take approximately 20 - 25 minutes to complete but please tell test-takers and proctors to plan to 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.
   o At the scheduled time, dial **914-220-0080** or **1-877-314-7042.**
   o Following the first prompt, press **1.**

- o Then, enter the test access code. (Students will each have a unique access code that is provided once their test has been scheduled.)
- o Wait a few seconds to be connected to the tester.
- o Once both parties are connected, the OPI will begin.

Parent/Guardian Proctoring for the Internet-Based WPT

FAQs

1. 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. 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 if needed.

   A more extensive proctoring checklist and instructions are provided in the Parent/Guardian Proctoring Guide for the Internet WPT (more details below).

2. 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 Internet-Based 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.

3. How long does the test take?

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

4. Do families need any special equipment to take this test?

   - » For the WPT, they will need a computer (desktop or laptop) or tablet with Internet access. They should 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.
- » 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.

5. 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.

6. Whom should families contact if they need help?

Parent/guardian proctors should 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 parents'/students' behalf if needed.

- » You can reach LTI's Customer Support team by emailing AAPPLHelp@languagetesting.com. LTI's Customer Support team will respond by the next business day.
- » For any urgent matters, LTI is available for live support by phone at (914) 963-7110 (select option 1) Monday through Friday 8am-7pm Eastern Time (excluding weekends and US holidays).

Several Days Before Testing

- » Have proctors review the **Technical Requirements** for delivering the WPT.

» Proctors should conduct a **System Check** on computers being used to administer the WPT.

» Proctors and test takers should ensure that language-specific keyboards have been successfully set up on the computer that will be used on test day. The **System Check** provides operating system-specific instructions.

» Send students' WPT log-in credentials to proctors along with the [Parent/Guardian Proctoring Guide for the Internet WPT](#).

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 90 minutes to complete the test. The test must be submitted within two hours of them first accessing the test, so please have proctors plan accordingly.**

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

» Proctors should direct students to the URL provided on their testing labels and log them in to the test: http://wpt.actfltesting.org.

Proctor Responsibilities During Testing

» Actively monitor the room during testing.

» Assist students with navigating through the test instructions or with technical questions about their computers. **Proctors may not help 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.

Parent/Guardian Proctoring for the Booklet Writing Proficiency Test (WPT)

Several Days Before Testing

» You should follow the instructions sent to you in the email notification you received upon ordering the booklet tests to access and download the WPT booklets, which you will then forward to parents/guardians by email. You can either use the download option in your browser when the PDF opens or click the Print button and choose to Print to PDF and save it to your computer that way.

» When emailing proctors, please include the Transmittal Control Sheet that was attached to your email notification as well, as proctors will need to sign, scan, and return it.

» Also send the Parent/Guardian Proctoring Guide for the Booklet WPT.
» Proctors will print the WPT booklet and Transmittal Control Sheet.
» They must print the booklet and keep it in a safe place until it is time to take the test.

To Begin Testing

» Proctors must secure the testing environment. No papers, notes, dictionaries, cell phones, cameras, or electronic devices should be allowed in the testing room.
» Proctors should give test takers the WPT booklet and supervise them while completing the WPT. They should not help them to answer any questions on the test.
» The test should be limited to 60 minutes. Once 60 minutes have passed, proctors should stop testing and collect the booklet(s).

Proctor Responsibilities After Testing

» Complete and sign the Transmittal Control Sheet.
» Have test-takers sign the Transmittal Control Sheet as well.
» Scan the completed booklet and Transmittal Control Sheet.
   o The documents should be saved as .PDF files.
   o Proctors may use their computer and a connected scanner to scan the documents or 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 in order to submit the test.
» You will receive an email confirmation when LTI receives the scanned documents. Once you receive confirmation, please have proctors destroy and discard the booklet.

Computer Proctoring for the Writing Proficiency Test (WPT)

FAQs

1. Is it difficult to take the WPT at home with Computer Proctoring?

   No. It's easy! Students will need a desktop computer or laptop (note: tables are not supported) with a recent version of the Chrome browser installed on it. They'll add an extension to the Chrome browser that will enable them to connect to the computer proctoring system. The system will protect the integrity of the testing process by recording their faces on webcam, as well as all activity on their computer screens during testing. This way, the proctoring system will be able to detect any possibly dishonest activity and report it to you/your school, but also ensure that students are protected by recording everything that happens while taking the test.

2. How does Computer Proctoring work?
   Full step-by-step instructions can be found in the Computer Proctoring Student Guide. These are the basic steps involved in Computer Proctoring the WPT:

   » At least 24 hours before you want your students to begin taking their tests, you should upload your Test Requests on the Client Site, selecting **Computer Proctoring** mode. When you do so, please know that students will only be able to test between the Test Start Date/Time and End Date/Time that you select, so please be sure to allow enough time for them to complete all components over multiple

sessions, if needed. Students will not be able to access the test until after the Start Date/Time, so please plan accordingly.

Test Requests Template

Ordering opens on December 4, 2023 for the 2023-24 school year.

Tests may be ordered through May 31, 2024 at 11:59pm CDT, and may be administered through June 14, 2024. No orders will be accepted after May 31, 2024.

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) business days** in advance of your preferred testing date(s).

- OPIs may be scheduled from January 8 until June 14, 2024.
- For tests ordered in December, scheduling confirmation emails will begin to be sent out in mid to late December.
- All OPIs must be ordered by May 31, 2024.

The Writing Proficiency Test (WPT) may be taken online via the Internet Modality or handwritten via the Booklet Modality. The WPT is available once you order your test (or after the start date/time selected in the case of Computer Proctoring).

- **Computer Proctoring is NOT available for the Booklet Modality.**
- Please note that, while you may administer the WPT starting as early as December 4, 2023, ratings will not start to become available until mid-January 2024.

For specific information about the 2022-23 testing season, please review this FAQ document. Other documentation on this test can be found here.

Step 1: Please download the OPI & WPT for the Seal of Biliteracy Test Request Template in either Excel or Google Sheets format.

- Refer to the OPI & WPT for the Seal of Biliteracy Ordering Guide for detailed instructions on the registration process, including detailed instructions on using Google Sheets to prepare your test request template.
- You should completely fill in your OPI & WPT for the Seal of Biliteracy Request Template before resuming with **Step 2** below.

Download Excel   Open Google Sheets

Step 2: Select **Modality** and **Proctoring Mode.**

WPT Modality: ● Internet ○ Booklet

Select Proctoring Mode: ○ At School ○ Parent/Guardian Proctoring ○ Computer Proctoring

Step 3: Click the **Choose File** button below to find the completed form on your computer.

Select template to upload :   Choose File No file chosen

Step 4: Next, click the **Submit Test Request Template** button. The data will appear on your screen. Review the data. If the data is correct, click the **Save Test Requests** button.

Submit Test Request Template

» Before providing students with their login information, you should verify that, if required by your state, district, or school, parents/guardians have given permission for each student to use remote proctoring. Since proctoring requires that students record themselves via a webcam while testing, this may be a legal obligation in your area. **No student under the age of 13 may test via computer proctoring.**

» When you're ready to access your students' login information on the Client Site within the **Tests Scheduled** menu, you'll retrieve an LTI ID that will work on the remote proctoring site, automatically connecting students to their ordered WPT. It's a single sign-on process for students; they will just enter their login information on this login page, and it will validate their credentials and start their test for them within the secure proctoring system.

» Once you receive parental consent (if required) and distribute the student login information, students are ready to test at home. You should provide them with the Computer Proctoring Student Guide to support them through the process. This document may be helpful if students ask for help troubleshooting or preparing their computers, as it provides detailed, click-by-click setup instructions.

- » Using the remote proctoring platform will cost $5 per student, and the cost will be included in the price of the SOBL bundle when ordered.

- » Students will follow the step-by-step instructions in the [Computer Proctoring Student Guide](#) to set up a profile on the computer proctoring site and prepare their testing computer and surroundings.

- » While students take their tests, the computer proctoring system will both record them on their webcams and the activity on their computer screens.

- » Using AI technology, the proctoring system will detect any potentially prohibited activities that occur during testing. If such activities are detected, the video will be flagged for review. LTI will review all flagged videos to confirm or rule out that any violations have occurred.

- » If all is well and no prohibited activities are confirmed, your students' scores will be released between 1-3 weeks after test administration.

- » If prohibited activities are confirmed, your school will be notified, and the related test may be deemed Unratable.

3. What about privacy? What student information is shared?

LTI's current FERPA and Student Privacy Policies can be found [here.](#)

Both LTI and the computer proctoring service selected care deeply about protecting student privacy. The computer proctoring service uses AI technology to monitor the student testing experience, ensuring that no human is viewing students while testing. Videos are reviewed by select internal LTI employees only when tests are flagged for a security violation; video file access is restricted to pertinent LTI employees only.

LTI passes to the vendor only the minimum information required: student first name and test ID. No other student data is provided by LTI to the vendor.

Our computer proctoring partner collects this additional information about students:
- photograph of the student
- audio and video recordings of the student taking the test and of the test-room environment
- screen capture during the test administration

Our agreement with the computer proctoring vendor ensures that all student data (last name, images, videos, etc.) are deleted per a 14-day data purge policy.

Lastly, because requirements for parental permission vary by state and district, LTI requests that schools confirm they have any necessary parental permission prior to ordering students' tests.

4. How do students prepare their computer and room for testing?

To prepare the testing computer and environment, students should:
- » Make sure that the room is quiet and private, and that they are alone.
- » Prepare their space to be recorded on camera. There should not be any items that students 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 the webcam so that their faces are centered on the screen.
- » Close all other programs and websites on the computer.

5. How long does the WPT take?

In order to standardize and provide a consistent testing experience for all learners, ACTFL has decided to allow up to 90 minutes for the completion of all internet WPT/SOBL assessments. We understand that many learners taking this assessment may have varying degrees of facility with the keyboarding skills needed to complete the WPT/SOBL, and we want to ensure that all learners maximize their opportunity to demonstrate their language proficiency. We also recognize that proctors/test administrators may have less familiarity with language testing procedures than their language educator counterparts and may benefit from having the same time requirements for all languages. The paper and pencil version will continue to have a 60-minute time limit across languages.

6. Do students need any special equipment to take the WPT? What about for computer proctoring?

For the WPT, you will need a computer (desktop or laptop) 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:
  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.

» 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. Note: tablets and iPads are not supported in Computer Proctored version of the SOBL OPI & WPT.

» 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 they will need to have a recent version of the Chrome browser installed and the ability to add the computer proctoring extension to it in order to monitor the test-taking process. They will need a working webcam in a well-lit space without other people, background noise, or distractions present.

7. Are there security features for the WPT?

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.

8. What actions will be flagged by the Computer Proctor?

During testing students 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 them (including walking by)
» leave the room or step away from the computer
» open other programs or websites on their computers
» take notes by hand or on their computers
» use more than one monitor on their computers
» talk to anyone

9. What happens if a video gets flagged?

If a video gets flagged, it will be sent to LTI for review. Students will not know at the time if their video is being flagged; that happens entirely in the background while they take their test. If flagged, LTI will check the relevant portions of the video in order to verify that, if any of the prohibited actions listed above occurred, that the incident did not involve suspicious activity that could suggest academic dishonesty. If all is well, their test scores will be released 2-3 weeks after test administration. If there is suspected dishonest activity, you/your school will be notified, and their test(s) may be scored as Unratable. Just as if students were taking this test in your classroom at school, your school's academic honor code is in effect while testing with the Computer Proctor.

10. Whom should I contact if I need help?

If they need technical assistance, students may 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 parents'/students' behalf if needed.
» You can reach LTI's Customer Support team by emailing AAPPLHelp@languagetesting.com. LTI's Customer Support team will respond by the next business day.
» For any urgent matters, LTI is available for live support by phone at (914) 963-7110 (select option 1) Monday through Friday 8am-7pm Eastern Time (excluding weekends and US holidays).
» You can also contact the Computer Proctoring provider directly via the methods at this link: https://www.proctortrack.com/support/.

Testing Guide for Computer Proctoring

Quick Links

WPT SYSTEM CHECK:	https://wpt.actfltesting.org/systemcheck
TECHNICAL REQUIREMENTS:	See the **WPT Technical Requirements and Keyboard Language Support** on our website.

TO TAKE THE TEST:	https://tms.languagetesting.com/AutomatedRPAssessment/
VIDEO WALKTHROUGH (this shows the AAPPL test, but the steps are the same for the WPT):	https://www.youtube.com/watch?v=A-X_tM5j35g
ANIMATED TUTORIALS (this shows the AAPPL test, but the steps are the same for the WPT):	Part I: https://www.youtube.com/watch?v=r3IcI9tsvhA Part II: https://www.youtube.com/watch?v=gWgCtm7w2e0 Part III: https://www.youtube.com/watch?v=S44WSL3wMlc

Computer Proctoring Checklist

Students should:

- ❑ Review the **WPT Technical Requirements and Keyboard Language Support** on our website and configure the computer to be used for testing.
- ❑ Complete the System Check.
- ❑ Read the Student Computer Proctoring Guide.
- ❑ Prepare the computer on which they'll be testing by ensuring that Google Chrome is installed and up to date.
- ❑ Log into the test using the log-in credentials you provide.
- ❑ Set up their profile on the computer proctoring site.
- ❑ Once their profile is verified (this is normally immediate), log back into the computer proctoring site to take the test.
- ❑ End the proctoring session when they are done testing.