



### ACTFL OPI Proctoring Agreement

\_\_\_\_\_ has applied to take an ACTFL Oral Proficiency Interview from your location by telephone. On the application form, he/she has identified you as the proctor for this test(s). Please read the responsibilities of the proctor detailed below.

#### **PLEASE READ THE BELOW RESPONSIBILITIES OF THE PROCTOR:**

Language Testing International, the ACTFL Testing Office, will send you an OPI Appointment Form by e-mail that will specify the date and time of the interview, as well as the name of the tester and telephone number to call for the test.

#### **As the proctor, on the day of the test you will need to:**

1. Prior to the test, identify a **landline telephone** in a quiet location that can be used for 10-30 minutes.
2. Check a photo ID of the candidate before the test's start time to verify the candidate's identification.
3. Ensure that the candidate does not bring any resources into the test room such as paper, pens, notes, dictionaries, iPods, Blackberries, laptops, etc.
4. Ensure that the candidate does not bring a cell phone, camera, pager, or recording device of any kind into the test room, nor shall the proctor make a recording of the interview.
5. Please ensure that no one but the proctor enters the test room during the test.
6. Promptly and at the appointed time, call the LTI Testing Center and enter the test access code as indicated on the OPI Appointment form.
7. Introduce yourself to the tester and introduce the candidate. Hand the phone to the candidate and the tester will conduct the interview. A telephonic interview may not be taken with the conference call feature; the candidate must speak directly into the handset.
8. Ensure that the candidate does not receive assistance from any resources (notes, etc.) or individuals during the interview.
9. Please be sure to place the call promptly at the scheduled start time of the test. Any calls placed more than 5min after the scheduled test time may not be able to be conducted. Call LTI, immediately if you anticipate any delays or have any difficulty reaching the tester.

The actual telephonic interview will last between 10 and 30 minutes.

If your location does not want to accept charges for the telephone call to the tester, the above candidate must give the proctor a phone card number to use in order to place and charge the call.

By signing this document you agree to accept the responsibility to strictly and faithfully abide by the stipulations and procedures outlined above. Please fax this completed form to LTI at 914-963-7113.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Organization: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Fax: \_\_\_\_\_

Work E-mail: \_\_\_\_\_ Date: \_\_\_\_\_

