

## **LTI Language Proficiency Assessments**

### **Client Utility Manual**

#### **Test Types**

- Oral Proficiency Interview (OPI)
- Oral Proficiency Interview by Computer (OPIc)
- Telephone Oral Proficiency Interview by Computer (Phone OPIc)
- Internet Writing Proficiency Test/Internet Business Writing Test (i-WPT/i-BWT)
- Reading Test for Professionals (RTP)
- Listening Test for Professionals (LTP)

**(Test administration instructions for all test types can be found in Attachment 8.)**

#### **Test Descriptions**

##### **OPI:**

The OPI is a 15-30 minute live telephone conversation between the candidate and a certified language proficiency “tester”. During the OPI, the candidate will be asked questions about his/her interests, work experiences and other familiar topics. The candidate will also be asked to take part in a role-play.

The candidate is assessed on his/her ability to speak the standard form of the target language without using another language or slang. The candidate’s overall ability to communicate orally in the target language is the only skill being assessed and not the content of his/her answers, responses or opinions.

Please find an explanation of the OPI to give to test candidates in Attachment 1 “Oral Proficiency Interview (OPI) Description.”

##### **OPIc:**

The OPIc is a 15-40min. test of spoken proficiency designed to elicit a sample of speech via pre-recorded prompts delivered over the internet. Tests are entirely live rated by ACTFL Certified Raters.

Each test is customized to the interests and experience of the candidate. This is accomplished by having the candidate complete a brief background survey and self-assessment when they first sign in to the test.

The candidate is assessed on his/her ability to speak the standard form of the target language without using another language or slang. The candidate’s overall ability to communicate orally in the target language is the only skill being assessed and not the content of his/her answers, responses or opinions.

The minimum technical requirements for this test can be found in Attachment 7.

Please find an explanation of the OPIc to give to test candidates in Attachment 2 “Oral Proficiency Interview by Computer (OPIc) Description.”



**Phone OPIc:**

The Phone OPIc is a 15-40min. test of spoken proficiency designed to elicit a sample of speech via pre-recorded prompts delivered over the telephone. Tests are entirely live rated by ACTFL Certified Raters.

Each test is customized to the interests and experience of the candidate. This is accomplished by having the candidate complete a brief background survey and self-assessment when they first sign in to the test. Tests can also be delivered using a “fixed form” test, which is not customized to the candidate but instead uses fixed questions that are general in nature and appropriate for all candidates.

The candidate is assessed on his/her ability to speak the standard form of the target language without using another language or slang. The candidate’s overall ability to communicate orally in the target language is the only skill being assessed and not the content of his/her answers, responses or opinions.

Please find an explanation of the Phone OPIc to give to test candidates in Attachment 3 “Phone OPIc Description.”

**i-WPT/i-BWT:**

The ACTFL Writing Proficiency Test (i-WPT/i-BWT) is a carefully constructed, standardized test for the global assessment of real-life writing ability. It is delivered on-demand via the internet and also in booklet form (for certain non-roman based languages) and assesses the ability to write effectively and appropriately on practical, social and professional topics, in both informal and formal contexts.

Each test is customized to the interests and experience of the candidate. This is accomplished by having the candidate complete a brief background survey and self-assessment when they first sign in to the test. Tests can also be delivered using a “fixed form” test, which is not customized to the candidate but instead uses fixed questions that are general in nature and appropriate for all candidates. The writer is presented with tasks representing a range of proficiency levels as described in the *ACTFL Proficiency Guidelines – Writing (Revised 2001)*.

The test takes approximately 40-80 minutes, depending on test format and the level of the candidate, offering the candidate several virtual keyboard options to ensure access to necessary diacritical marks not represented on a standard US keyboard. The candidate is presented with four to five prompts, each with two to three associated tasks, in English. The candidate constructs written responses in the target language demonstrating narrative, informative and/or persuasive writing.

The minimum technical requirements for this test can be found in Attachment 7.

Please find an explanation of the i-WPT/i-BWT to give to test candidates in Attachment 4 “Internet Writing Proficiency Test/i-Business Writing Test (I-WPT/i-BWT) Description.”



**RTP:**

The Reading Tests for Professionals (RTP) is a standardized test for the global assessment of reading ability in a language. RTPs measure how well a person spontaneously reads a language, without access to dictionaries or grammar references, when presented with texts and tasks as described in the *ACTFL Proficiency Guidelines - Reading*. The reading texts and multiple choice questions and answers are presented in the target language.

RTPs are carefully constructed assessments which evaluate Novice to Superior levels of reading ability. Most commonly, the test is administered to assess a specific range of proficiency from Novice Low to Intermediate Mid; Intermediate Mid to Advanced Mid; and Advanced Low to Superior, although other versions are available.

The minimum technical requirements for this test can be found in Attachment 7.

Please find an explanation of the RTP to give to test candidates in Attachment 5 "Reading Test for Professionals (RTP) Description."

**LTP:**

The Listening Tests for Professionals (LTP) are standardized tests for the global assessment of reading ability in a language. LTPs measure how well a person spontaneously understands spoken discourse in a language as described in the *ACTFL Proficiency Guidelines- Listening*. The listening passages and multiple choice questions and answers are presented in the target language.

LTPs are carefully constructed assessments which evaluate Novice to Superior levels of listening ability. Most commonly, the test is administered to assess a specific range of proficiency from Novice Low to Intermediate Mid; Intermediate Mid to Advanced Mid; and Advanced Low to Superior, although other versions are available.

The minimum technical requirements for this test can be found in Attachment 7.

Please find an explanation of the LTP to give to test candidates in Attachment 6 "Listening Test for Professionals (LTP) Description."

**LTI Contacts**

Test Coordinators: [testing@languagetesting.com](mailto:testing@languagetesting.com) extension 112  
Customer Support / Sales: [sales@languagetesting.com](mailto:sales@languagetesting.com) extension 114  
Billing Representative: [billing@languagetesting.com](mailto:billing@languagetesting.com) extension 117  
Technical Problems - [support@languagetesting.com](mailto:support@languagetesting.com) extension 121



## **LTI Internet Client Utility**

All test scheduling and rating reporting is conducted over the LTI Internet Client Utility. Each account will be given a unique ID and password to use to access the site. (To receive or change an ID or password, contact [sales@languagetesting.com](mailto:sales@languagetesting.com))

The LTI Client Utility is located at [www.languagetesting.com/client](http://www.languagetesting.com/client).

### **On the homepage of the client utility are the following options:**

- Test Requests\*
- Tests to Be Scheduled\*
- Tests Scheduled
- Ratings Pending
- Test Ratings
- Print Certificates\*
- Download Data
- Customer Service
- Checking Status

*\*Not available on some sites.*

## **Request Tests**

On the homepage, click on the first item on the left hand side, *Test Requests*. On the next screen, click on the type of test you want to schedule – OPI, OPIC, Phone OPIC, i-WPT/i-BWT, RTP or LTP. (If you need to schedule more than one type of assessment, you will need to fill out separate forms for each test type.) For the WPT/BWT, RTP, and LTP you will have to make select your language prior to proceeding to the request form. For all other test types, the language selection will be made on the request form.

### **Request Form - OPIs**

1. At the top of the page, fill out the proctor contact's telephone number and email info in the boxes on the right hand side of the page. (Only one e-mail address can be entered.)
2. In the request grid fill in:
  - Language to be tested
  - Test candidate's name (First Last)
  - Candidate ID Number (can be any number you choose)
  - Retest – If the test candidate has previously taken an LTI test, then answer "Yes," otherwise answer "No."
  - First & Second choice date - Choose two separate dates that is possible for both the candidate and proctor (at least 3 business days from the date of the request) and provide as wide a time range as possible on each date, if at all possible provide ranges of no less than three hours.

Click on the "**Submit**" button in the middle of the page to send your requests to LTI processing. You will receive a successful transmission message on the next screen, confirming your request was submitted.



### **Request Tests – OPIc / Phone OPIc / WPT / BWT / LTP / RTP**

1. At the top of the page, fill out the proctor contact's telephone number and email info in the boxes on the right hand side of the page.
2. In the request grid fill in:
  - Language to be tested (*OPIc only*)
  - Test candidate's name (First Last)
  - Candidate ID Number (can be any number you choose)
  - Retest – If the test candidate has already taken an LTI test, then answer "Yes," otherwise answer "No."
  - Test Delivery Method, Internet or Booklet (*WPT/BWT only*)
  - Test Level (*LTP/RTP only*)

Click on the "**Submit**" button in the middle of the page to send your requests to LTI processing. On the next screen you will be provided the all the necessary information to administer the test(s). The test ID's are activated immediately and can be used at any time, without appointment.

### **Checking Status Function**

Once any test request has been submitted to LTI, the account administrator can check on the status of that request on the homepage of the account by entering the test candidate's last name in the check status field in the middle of the page. Below are the possible status modes:

**Processing:** Request has been received but not scheduled.

**Scheduled:** Test has been scheduled, but not yet taken.

**Rating Pending:** Test has taken place, but the rating is still in process.

**Completed:** Test has taken place and has been rated.

**No-Show:** OPI was booked the appointment was missed by the candidate.

By clicking on the record, you can bring up more details regarding the date of the test, test access numbers or rating depending on its status.

### **Tests to-be Scheduled**

Through the client utility you can view OPI test requests that have not yet been scheduled through *Tests to be Scheduled*, which is listed on the menu on the homepage.

#### **The Test to be Scheduled report will list:**

- Language to be tested
- Candidate's name and ID
- Test Type
- Requested date and time of test (1<sup>st</sup> and 2<sup>nd</sup> Choices)
- First name of tester who will conduct the interview (OPI only)
- You can also cancel a test by clicking on the word "cancel" in the row of the test you wish to cancel
  - If you wish to modify your requested test times, you must cancel the existing test request and submit a new request.



## **Tests Scheduled**

Through the client utility you can view scheduled tests by clicking on *Tests Scheduled*, which is listed on the menu on the homepage. On the next screen, select the type of test scheduled that you wish to view.

### **The Test Schedule report will list:**

- Language to be tested
- Candidate's name and ID
- Test type
- Status of test
- Date and time of test – in local time (OPI only)
- First name of tester who will conduct the interview (OPI only)
- Test Access Code or login and password required to access the test
- Phone number or website required to access the test
- You can also cancel a test by clicking on the word “cancel” in the row of the test you wish to cancel

## **Test Results**

Ratings of the assessments can be accessed by clicking on “**Test Ratings**” on the menu of your LTI account homepage. The rating report will list the following information:

- Language
- Test Type
- Candidate Name
- Candidate ID
- The date of the assessment
- Status
- The rating of the assessment
- Note

## **The ACTFL Rating Scale**

S = Superior  
AH = Advanced High  
AM=Advanced Mid  
AL=Advanced Low  
A = Minimum proficiency of Advanced Low  
IH=Intermediate High  
IM=Intermediate Mid  
IL=Intermediate Low  
NH=Novice High  
NM=Novice Mid  
NL=Novice Low  
XXX = No Show  
UR = Unratable

Full rating descriptions can be viewed online at: [http://www.languagetesting.com/actfl\\_guidlines\\_select.html](http://www.languagetesting.com/actfl_guidlines_select.html)





**Attachment 1****Oral Proficiency Interview (OPI) Description**

The Oral Proficiency Interview (OPI) is a standardized procedure for assessing your speaking ability. The OPI measures how well you speak a language by comparing your performance of specific communication tasks with the criteria for 10 level of speaking proficiency. The OPI is administered by an independent testing company. It is a 15-30 minute digitally-recorded conversation between you and a live ACTFL certified language proficiency “tester.” During the OPI, you may be asked general questions about your work and school experiences, special interests and possibly, current events. You may also be asked to take part in a role-play.

It is important that you should participate as fully as you can; giving short answers to avoid making mistakes is not recommended. If the tester introduces a topic that you do not want to discuss, you should say so. If this happens, you may need to suggest alternative topics that you’re willing to discuss. Once again, you should be an active participant in the interview. The tester is only evaluating you on how well you speak the standard form of the language, not your actual opinions; the content of your answers, responses or opinions, does not affect your final rating.

The speech you produce during this interview will be compared to the *ACTFL Proficiency Guidelines – Speaking (Revised 1999)* by an ACTFL certified rater. The rater will select the description that best describes the level of proficiency you demonstrated during the interview. The assessment criteria used by the rater when comparing your speech to the ACTFL descriptions are:

- Global speaking tasks accomplished (description, narration, supported opinion and hypothesizing)
- Contexts (informal and formal contexts)
- Content (range and appropriateness of vocabulary and usage)
- Accuracy (pronunciation, fluency and grammar)
- Text type (words, sentences, cohesive paragraphs, multiple paragraphs, etc.)

The Administrator will only be given your final rating. The taped content of the interview is strictly confidential and the sole property of the testing company, LTI, and will not be shared with any other party.



**Attachment 2**

**Oral Proficiency Interview by Computer (OPIc) Description**

The OPIc is a 15-30 minute digitally-recorded conversation conducted over the telephone, between the candidate and an Avatar “tester.” It is a semi-direct test of spoken proficiency designed to elicit a sample of speech via recorded, computer-adapted voice prompts. Completed tests are digitally saved and rated by an ACTFL Certified Rater.

The candidate is assessed on his/her ability to speak the standard form of the target language without using another language or slang. The candidate’s overall ability to communicate orally in the target language is the only skill being assessed, and not the content of his/her answers, responses or opinions.

It is important that you should participate as fully as you can; giving short answers to avoid making mistakes is not recommended. If the tester introduces a topic that you do not want to discuss, you should say so. If this happens, you may need to suggest alternative topics that you’re willing to discuss. Once again, you should be an active participant in the interview. The tester is only evaluating you on how well you speak the standard form of the language, not your actual opinions; the content of your answers, responses or opinions, does not affect your final rating.

The speech you produce during this interview will be compared to the *ACTFL Proficiency Guidelines – Speaking (Revised 1999)* by an ACTFL certified rater. The rater will select the description that best describes the level of proficiency you demonstrated during the interview. The assessment criteria used by the rater when comparing your speech to the ACTFL descriptions are:

- Global speaking tasks accomplished (description, narration, supported opinion and hypothesizing)
- Contexts (informal and formal contexts)
- Content (range and appropriateness of vocabulary and usage)
- Accuracy (pronunciation, fluency and grammar)
- Text type (words, sentences, cohesive paragraphs, multiple paragraphs, etc.)

The Administrator will only be given your final rating. The recorded content of the interview is strictly confidential and the sole property of the testing company, LTI, and will not be shared with any other party.





**Attachment 3**

**Telephone OPIc Description**

The Phone OPIc is a 15-30 minute digitally-recorded conversation conducted over the telephone. It is a semi-direct test of spoken proficiency designed to elicit a sample of speech via pre-recorded questions. Completed tests are digitally saved and rated by an ACTFL Certified Rater.

The candidate is assessed on his/her ability to speak the standard form of the target language without using another language or slang. The candidate's overall ability to communicate orally in the target language is the only skill being assessed, and not the content of his/her answers, responses or opinions.

It is important that you should participate as fully as you can; giving short answers to avoid making mistakes is not recommended. If the tester introduces a topic that you do not want to discuss, you should say so. If this happens, you may need to suggest alternative topics that you're willing to discuss. Once again, you should be an active participant in the interview. The tester is only evaluating you on how well you speak the standard form of the language, not your actual opinions; the content of your answers, responses or opinions, does not affect your final rating.

The speech you produce during this interview will be compared to the *ACTFL Proficiency Guidelines – Speaking (Revised 1999)* by an ACTFL certified rater. The rater will select the description that best describes the level of proficiency you demonstrated during the interview. The assessment criteria used by the rater when comparing your speech to the ACTFL descriptions are:

- Global speaking tasks accomplished (description, narration, supported opinion and hypothesizing)
- Contexts (informal and formal contexts)
- Content (range and appropriateness of vocabulary and usage)
- Accuracy (pronunciation, fluency and grammar)
- Text type (words, sentences, cohesive paragraphs, multiple paragraphs, etc.)

The Administrator will only be given the final rating. The taped content of the interview is strictly confidential and the sole property of the testing company, LTI, and will not be shared with any other party.





**Attachment 4**

**Internet Writing Proficiency Test (i-WPT/i-BWT) Description**

The i-WPT/i-BWT is a test of your ability to write in a target language. The test is administered via the internet on a computer. Your overall ability to write professionally in the target language is the only skill being assessed.

The i-WPT/i-BWT consists of four or five writing assignments that range in difficulty from the Novice to the Superior level; each task has specific instructions and suggested working time. Be sure that your written responses address all the instructions outlined for assignment. The i-WPT/i-BWT is a timed test, and you will be given up to 80 minutes to complete all writing assignments.

The written texts you produce on this test will be compared to the *ACTFL Proficiency Guidelines – Writing (Revised 2001)* by an ACTFL certified rater. The rater will select the description that best describes the writing texts you produced. The assessment criteria used by the rater when comparing your writing to the ACTFL descriptions are:

- Global writing tasks accomplished (descriptive, informative, narrative, persuasive and hypothetical writing)
- Written text type and length (words, sentences, paragraphs, multiple paragraphs)
- Contexts (informal and formal contexts)
- Content (range and appropriateness of vocabulary)
- Accuracy (grammar, spelling, etc.)

The Administrator will only be given your final rating. The content of the writing test is strictly confidential and the sole property of the testing company, LTI, and will not be shared with any other party.



## Reading Test for Professionals (RTP) Description

The Reading Test for Professionals (RTP) is a standardized test for the global assessment of reading ability in a language. RTPs measure how well a person spontaneously reads a language, without access to dictionaries or grammar references, when presented with texts and tasks as described in the *ACTFL Proficiency Guidelines - Reading*. The reading texts and multiple choice questions and answers are presented in the target language.

Designed by testing experts, RTPs are carefully constructed assessments which evaluate Novice to Superior levels of reading ability. Most commonly, the test is administered to assess a specific range of proficiency from Novice Low to Intermediate Mid; Intermediate Mid to Advanced Mid; and Advanced Low to Superior, although other versions are available as illustrated below:

Superior				D		F	G	
Advanced High								
Advanced Mid								
Advanced Low		B	C	E				
Intermediate High								
Intermediate Mid	A							
Intermediate Low								
Novice High								
Novice Mid								
Novice Low								

This approach ensures that the test is candidate-friendly, focused and economical as far as time and effort.

**Test Length** 50 minutes for a two level test (A, B, C & D)  
75 minutes for a three level test (E, F & G)

**Test Format** Five texts at each level with four multiple choice questions per text

**Test Content** Informal and formal texts on general, social, academic and professional topics, such as correspondence, technical reports, news articles and editorials



**Attachment 6**

**Listening Test for Professionals (LTP) Description**

The Listening Tests for Professionals (LTP) is a standardized test for the global assessment of listening ability in a language. LTPs measure how well a person understands spoken discourse as described in the *ACTFL Proficiency Guidelines -Listening*. The listening passages and multiple choice questions and answers are presented in the target language.

Designed by testing experts, LTPs are carefully constructed assessments which evaluate Novice to Superior levels of listening ability. Most commonly, the test is administered to assess a specific range of proficiency from Novice Low to Intermediate Mid; Intermediate Mid to Advanced Mid; and Advanced Low to Superior, although other versions are available as illustrated below:

Superior						
Advanced High						
Advanced Mid						
Advanced Low						
Intermediate High						
Intermediate Mid						
Intermediate Low						
Novice High						
Novice Mid						
Novice Low						

This approach ensures that the test is candidate-friendly, focused and economical as far as time and effort.

**Test Length** 50 minutes for a two level test (A, B & C)  
75 minutes for a three level test (D & E)  
120 minutes for the full range test (F)

**Test Format** Five recordings at each level with three multiple choice questions per text

**Test Content** Informal and formal exchanges on general, social, academic and professional topics, such as technical reports, new broadcasts and excerpts from editorials



**Attachment 7**

**LTI, Inc. Internet Test System Requirements (OPIc, WPT/BWT, LTP, RTP)**

1. A personal computer (PC) must be used.
  - a. The current ACTFL testing software does not work with MACs (Apple Computers)
2. You must have Windows XP with Service Pack 2 or higher
  - a. Check if your computer has Windows XP with Service Pack 2 or higher
    - i. Click on the "Start" button
    - ii. Click on "Run"
    - iii. Type "winver"
    - iv. "About Windows" will come up with all the necessary info.
  - b. If you have Windows XP with Service Pack 1, visit [www.microsoft.com](http://www.microsoft.com) for your free upgrade
3. At least 512MB system memory or more
  - a. Control Panel
  - b. Click on System
  - c. Look at System Memory
4. Use Internet Explorer 8 or higher
  - a. Open Internet Explorer
  - b. Click on "Help"
  - c. Click on "About"
  - d. Look at Internet Explorer Model
5. Audio support (**OPIc Only & LTP**)\*
  - a. Playing capability must be checked (*OPIc and LTP only*)
    - i. Will be done in OPIc and/or LTP software
  - b. Recording capability must be checked (*OPIc only*)
    - i. Will be done in OPIc software
6. Broadband Internet connection (Cable, DSL, or T1)
7. Stable Internet connection: data transmission must be stable (no temporary disconnections)
  - a. Contact your IT Professional to perform test
8. Micro-processor speed: 1 GHz or above.
  - a. Control Panel
  - b. Click on System
  - c. Look at Micro-processor speed

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\* Recommended Headset (not required): Plantronics audio headset (Audio™ 370 Ultimate- or 360 or 350)



**Test Administration – Quick Reference Sheet**

**OPI Administration:**

1. Promptly at the scheduled test time, the proctor calls 914-220-0080 and enters the test access code when prompted, which will automatically connect you to the tester.
2. The proctor introduces the candidate to the proctor and hands the phone to the candidate for the approximate 30 minute interview.

**Notes:**

1. A test must be conducted within 5min of the scheduled test time or is subject to a no-show fee.
2. The test must be proctored and administered from a landline telephone.

**Telephone OPIc Administration:**

1. When you wish to administer the test (no appointment time is required with LTI), the proctor calls 1-866-876-6291 and enters the test access code when prompted.
2. The proctor hands the phone to the candidate for the approximate 30 minute interview.

**Notes:**

1. The test must be proctored and administered from a landline telephone.

**Internet Delivered Test Administration (OPIc, WPT/BWT, RTP, LTP):**

1. The proctor logs on to the ACTFL testing site and enters the login and password for the test.
  - a. OPIc: [www.actfltesting.org](http://www.actfltesting.org)
  - b. WPT/BWT: <http://wpt.actfltesting.org>
  - c. RTP: [www.reading.actfltesting.org](http://www.reading.actfltesting.org)
  - d. LTP: [www.listening.actfltesting.org](http://www.listening.actfltesting.org)
2. The proctor stays in the room with the candidate for the duration of the test.

**Notes:**

1. ACTFL tests cannot be accessed from a MAC computer, and should be accessed using Internet Explorer.
2. The OPIc requires a headset and microphone for testing.

